

## POLICIES AND PROCEDURES 2020-2021

### Private Lessons *(all others see below)*

**Registration:** Students enroll for the school year. A deposit is due with the registration form. Payment in full is due on the published date or the Tuition Payment Program must be used. **The summer session registration occurs separately in the spring.**

\* **Scheduling:** Lesson times are scheduled at the mutual convenience of the student and teacher, are permanent for the year. Lessons may be held online or in person. Tuition includes 32 private lessons, 2 recitals, MCMS recital accompanist, and a variety of MCMS work shops, guest performances and master-classes are included. **Regular attendance is expected. Only lessons missed by the teacher or due to school closing will be made up.** The teacher must approve all rescheduled lesson times.

**Refunds:** Students may withdraw from their lesson without penalty during drop periods only. The drop periods are up to and including the first two weeks after they begin lessons and/or January 18, 2021 – January 29, 2021. Students will receive a full refund of any remaining tuition, which has already been paid. **Students are responsible for tuition up to the drop period.** Decisions to withdraw and requests for a refund must be submitted directly to the Registrar in writing or via e-mail.

A “**Leave of Absence**” policy is in place for extenuating circumstances that fall outside of the drop period. Contact the Registrar regarding details of the policy and to discuss your situation.

### Group Classes/Large Ensembles *(private lessons see above)*

**Registration:** NHYE registers once in September for the school year, (September – May). All other group classes and ensembles will register for fall, winter/spring or summer sessions separately.

**Tuition is payable in full or via our monthly payment plan, Tuition in Tune, prior to the start of classes each session.**

**Scheduling:** *There are no make-ups for group classes or ensembles except for teacher or school cancellation.*

**Refunds:** Tuition for group classes or ensembles is not refundable.

### All Students/Clients

**Registration Fee:** The non-refundable registration fee of \$30 per student is payable annually, (Sept.-Aug.). There is a \$60 maximum registration fee per family, per year.

**Scholarships and Tuition Assistance:** The Manchester Community Music School maintains an active tuition assistance program. Eligibility is based on merit and financial need. Tuition assistance forms are available in the office.

**Cancellations:** The Manchester Community Music School reserves the right to cancel any class not meeting minimum class enrollments. Should the School cancel a class, you will be notified and a full refund will be made.

**Inclement Weather:** In the event of a weather-related emergency, the school will post an announcement on closings and delays on WMUR, our Website, Twitter and Facebook pages. With regard to classes and lessons, weather conditions are monitored throughout the day during storms, and if there are any changes they will be posted on our Website, Twitter and Facebook pages. Please contact the front office if you are not sure.

**Conduct:** MCMS reserves the right to dismiss any student for destruction of property or failure to cooperate with a representative of the School. MCMS is not responsible for students outside of their lessons and a parent or guardian must supervise their children when they are not in a lesson or class.

**Location:** The School is located at 2291 Elm St. in Manchester. Parking is available in the Trenton Street and Elm Street parking lots, and on surrounding side streets. Please pay attention to all “No Parking” signs and be courteous to our neighbors.

**Questions?** Call us 603-644-4548, or come by the office!

2291 Elm St., Manchester, NH 03104

Website: [www.mcmusicschool.org](http://www.mcmusicschool.org)

E-mail: [daisy@mcmusicschool.org](mailto:daisy@mcmusicschool.org)

Piper Runnion-Bareford, *Executive Director*

Daisy Wojewoda, *Private Lesson Scheduling/Registrar*

Diane DiPersio, *Director of Communications*

Barbara Scott, *Director of Music Therapy*

Aubrie Dionne, *Performance Leadership Director*

Ryan Striker, *New Hampshire Youth Ensemble Manager*

Cindy Wester, Donna Lombardo, Terry Barton, Bri Mercier/

Reception Desk