

# Music Conservatory of Sandpoint

## Policies and Procedures

### Registration

All students must register with MCS and pay a yearly registration fee of \$85. This is a one-time (non-refundable) fee that covers the entire academic year, including summer, and allows students to take any number of private lessons and/or group classes and other special offerings. For private students - adjudication, a lesson tracker and music theory booklet is included in the registration fee. A family discount is given after the third child enrolls in private lessons.

### Adjudication

Adjudication is available at the beginning, intermediate, and advanced level in flute, guitar, piano, strings, theater, and voice. The Conservatory recommends participation after the second year of private lessons (around age 9).

Through adjudication at MCS, students receive feedback and encouragement in three musical areas - theory, technique, and performance.

### Recitals and Performance

Performance training and audition practice is an important part of study at MCS. It is recommended that private students begin performing at semester recitals after one full year of lessons. Attire for these events will be announced prior to each event.

### Private Lesson Tuition

**All private lessons at MCS must be paid for in advance.** Students are expected to register for a full 16 weeks each semester. However, alternative schedules may be arranged directly with your instructor. Once you have confirmed your semester schedule with your instructor, payments can be made in full or via a payment plan. To set up a payment plan, please contact the MCS registrar.

### Payment Plan Policy

All payments are due upon invoice on the 1st of the month. A \$10 late fee will be applied to any payments made after the 10th of the month the payment is due. After 1 month of no payments, lessons may be canceled.

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### Private Lesson Attendance Policy

By registering and paying for private lessons, students commit to a consistent schedule with their instructor. As such, students are expected to attend all scheduled lessons and to give as much notice as possible when a cancellation is necessary.

**All students are entitled to two excused absences (requiring 24 hour notice) per semester** to be made up free of charge. We specifically designate a Make-Up Week at the end of the semester for this purpose. Any additional lessons missed by the student will not be made up or reimbursed, except at the discretion of the instructor. **All lessons canceled with less than 24 hours notice will be considered unexcused and will be charged.**

### MCS Closings or Instructor Absence

In the case of group and theater classes, MCS will close when the Lake Pend Orielle School District closes. All Private lessons will be handled on a case by case basis - please touch base with your instructor. In regard to instructor absences, if the instructor is not able to teach all paid lessons during the semester, remaining lessons will be credited to the student's account. For students who do not plan to continue, a tuition refund will be issued for all unused lessons.

### Refund Policy

Students who wish to receive a refund for remaining tuition fees upon withdrawal may do so prior to the 4th private lesson, however no refunds will be given after the 4th paid lesson of that semester. Students wishing to withdraw from group lessons must do so before the start date of the class. There will be no refund after the first day of class for all group lessons. Extenuating circumstances may be submitted to the Executive Director for consideration.

**Return Check Policy**

Music Conservatory of Sandpoint charges a fee of \$25 for every returned check.

**Use of MCS Studios for Practice**

As a benefit to our students, MCS studios may be used for up to two hours at a time for private practice and/or rehearsals, however reservations must be made in advance in the administrative office or by emailing MCS.

**Photography of Students**

During registration, students or parental guardians will be asked to give permission for MCS to use photos, videos, and/or audio recordings of the registered student. These materials will be used solely for MCS's promotional and fundraising purposes. If you prefer, you may opt-out of this when registering.

I acknowledge that I have read Music Conservatory of Sandpoint's Policies and Procedures and agree to the terms, fees, and conditions described therein.

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Student Signature (or Parent/Guardian if under 18)

Revised October 31, 2023