



## POLICIES AND FEES

CATEGORY	Duration per Session		Monthly Tuition
	<i>Once per Teaching Week*</i>		
DEVELOPING ARTIST (DA1)	One 45-minute private	One 45-minute group	\$224
DEVELOPING ARTIST (DA2)	One 30-minute private	One 45-minute group	\$168
MASTER SERIES (MS)	One 60-minute private	One 45-minute group	\$277
BASIC PRIVATE PIANO (BP2)	One 30-minute private	none	\$146
BASIC PRIVATE PIANO (BP3)	One 60-minute private	none	\$256
GROUP PIANO (PL)	One 60-minute group	none	\$124
GUITAR (GP1)	One 45-minute private	none	\$170
GUITAR (GP2)	One 30-minute private	none	\$125
VIOLIN; VIOLA (VP1)	One 45-minute private	none	\$170
VIOLIN; VIOLA (VP2)	One 30-minute private	none	\$125
VOICE (VC1)	One 45-minute private	none	\$170
VOICE (VC2)	One 30-minute private	none	\$125
EARLY CHILDHOOD (ECH)	One 45-minute group	none	\$98
<p><i>* Teaching Weeks: There are 42 teaching weeks in the 12-month school year; The number of lessons per month may vary depending on the day of the lesson and the teaching calendar, but the monthly tuition remains the same.</i></p>			

**REGISTRATION:** A nonrefundable yearly fee of \$50 is due at time of enrollment.

**COVID-19 POLICY:** Due to the COVID-19 pandemic, lessons will be held in person or online depending on local, county and state guidelines and regulations for the duration of the 2020-2021 school year. Lessons may change at any time due to these guidelines at the discretion of Coppell Conservatory. All students must adhere to all regulations put in place by Coppell Conservatory when attending lessons.

**TUITION:** The value of the year's tuition is **divided into twelve (12) equal monthly installments**. Although the number of lessons varies from month to month, the monthly tuition remains unchanged. **All payments are due on the 1st of the month.** You will receive a monthly statement itemizing additional fees for music, materials, festivals, contests, etc. Payments may be made by check or in cash, or via ACH draft. Make all payments payable to *Coppell Conservatory*.

**LATE PAYMENT/INSE:** **All invoices are due on the 1<sup>st</sup> of each month.** A Late Fee of \$35 will be assessed for payments received after the 7<sup>th</sup> of the month. In addition, if payment is not received by the second lesson of a month, the student will not receive that lesson and will be asked to wait in the lobby for the parent or caretaker. The student's lessons will be discontinued until the full payment has been received.

**SCHEDULE:** The Coppell Conservatory calendar year runs from mid-August through August of the subsequent year and consists of **42 teaching weeks**. If additions or revisions are made to the schedule during the year, they will be prominently displayed on bulletin boards and on the Coppell Conservatory website, and/or additional handouts and mailings will be made.

**MISSED LESSONS:** Please inform the office at Coppel Conservatory in advance for missed lessons or classes.

**MAKE-UP LESSONS:** One group make-up class will be offered during the Fall semester and one during the Spring semester with any teacher that is available. Scheduling will be done by the Office. **No additional make-up lessons will be given, and missed lessons are not refundable.** Missed make-up lessons are forfeited. Summer lessons will be scheduled with each teacher prior to the beginning of the Summer Semester. No makeups are available for missed lessons cancelled within 24 hours of the scheduled lesson during the summer session.

**INSTRUMENTS and METRONOMES:** Please keep your piano, keyboard, or other instruments in good playing condition. Each student is expected to have a working metronome and to use it as the teacher requests.

**WITHDRAWAL:** If a student must withdraw, a **30-DAY WRITTEN NOTICE IS REQUIRED. If a 30-day written notice is not provided, the student is still responsible for the tuition to cover the 30-day period.** Students who withdraw during the term and wish to re-enroll will be placed based on the availability at the time of re-enrollment.

Under certain conditions a student may be asked to discontinue music study at the *Conservatory*. Those conditions include but are not limited to the following: 1) nonpayment of tuition, 2) excessive absenteeism or tardiness, 3) nonparticipation in required events, 4) continued non-preparation of assignments, 5) consistent disruptive and/or inappropriate behavior. Parents will be advised, and the student will be placed on probation for 30 days. If at the end of that period the condition persists, lessons will be discontinued.

**STAFF:** As in Public Schools where students change teachers yearly with enthusiasm and anticipation, Coppel Conservatory students may, at times, be assigned to new teachers as our staff changes. Such changes have always been positive and offer students new learning perspectives.

Due to unexpected circumstances a teacher may need to be absent. The Coppel Conservatory will provide a highly qualified and experienced substitute who will ensure the proper continuity of students' lessons. Coppel Conservatory staff are legally barred from teaching outside the Conservatory any present or former students of the Conservatory; soliciting/seeking private instruction from Coppel Conservatory teachers is strictly prohibited.

**PARENT VISITATION and CONFERENCES:** Parents are welcome to observe the private lessons. Time is set aside each year for parents to visit with the staff on their children's progress. Teachers will notify parents of the specific dates and times.

**WAITING ROOM:** The waiting area is provided as a courtesy to the students; it is expected that everyone wait quietly and not disturb ongoing lessons. Please drop off students no more than five minutes before the scheduled lesson time, and pick them up promptly. Parents are required to pick up their children within 5 minutes after the end of their lessons. **Food, drinks, and roughhousing are not permitted in the waiting room or in any area of the school.** Please advise your child not to go outside the Conservatory and to remain seated in the waiting room until a parent comes for them. Coppel Conservatory is not responsible for ensuring that any child remains on the premises. Parents agree to hold harmless, defend and indemnify Coppel Conservatory, its owners, and all its staff and instructors for any damages and injuries caused by their child to himself/herself and/or to other persons.

**AGREEMENT:** When you register for lessons, you will be asked to sign a document that you have read and that you agree to abide by the policies of The Coppel Conservatory as outlined above. This document will remain in effect as long as the student is enrolled at the Coppel Conservatory.

**FURTHER INFORMATION:** Further information about The Coppel Conservatory staff and programs, can be obtained by logging on to our website at: [www.coppelconservatory.com](http://www.coppelconservatory.com)