



## 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	\$235
DEVELOPING ARTIST (DA2)	One 30-minute private	One 45-minute group	\$177
MASTER SERIES (MS)	One 60-minute private	One 45-minute group	\$287
BASIC PRIVATE PIANO (BP1)	One 45-minute private	none	\$210
BASIC PRIVATE PIANO (BP2)	One 30-minute private	none	\$153
BASIC PRIVATE PIANO (BP3)	One 60-minute private	none	\$265
GROUP PIANO (PL)	One 60-minute group	none	\$132
GUITAR (GP1); UKULELE (UKU1)	One 45-minute private	none	\$178
GUITAR (GP2); UKULELE (UKU2)	One 30-minute private	none	\$132
GUITAR (GP3); UKULELE (UKU3)	One 60-minute private	none	\$219
VIOLIN; VIOLA (VP1)	One 45-minute private	none	\$178
VIOLIN; VIOLA (VP2)	One 30-minute private	none	\$132
VIOLIN; VIOLA (VP3)	One 60-minute private	none	\$219
VOICE (VC1)	One 45-minute private	none	\$178
VOICE (VC2)	One 30-minute private	none	\$132
EARLY CHILDHOOD (ECH)	One 45-minute group	none	\$105
MUSIC THERAPY (MT)	One 30-minute private	none	\$185
MUSIC THERAPY GROUP (MTG)	One 30-minute group	none	\$155
* <i>Teaching Weeks:</i> There are <b>42 teaching weeks</b> 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.			

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

**COVID-19 POLICY:** Should there at any time be changes to local, county, or state guidelines and regulations during the 2022-2023 school year, lessons may change environments 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 credit card, or via ACH draft. All credit card payments are subject to a \$5 processing fee for each transaction. Make all payments payable to Coppell Conservatory.

**LATE PAYMENT/INSF:** 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. INSF or declined payments will be assessed a \$6+1% re-processing fee.

**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.

**MAKE-UP LESSONS:** We offer TWO options for makeup lessons during the Fall and Spring Semesters.

1. Lessons may be conducted virtually at your assigned lesson time rather than in person if a student is feeling under the weather, has transportation issues, there are weather related travel concerns or other reasons to conduct a virtual lesson.
2. You may submit a video of your assignment being performed for your teacher to view and provide feedback and further instruction back to you if you are unable to attend your lesson in person or online at your assigned lesson time. All videos must be submitted to the office by 3 pm the day of the lesson for virtual feedback.

**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, Coppell 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 Coppell Conservatory will provide a highly qualified and experienced substitute who will ensure the proper continuity of students' lessons. Coppell Conservatory staff are legally barred from teaching outside the *Conservatory* any present or former students of the *Conservatory*; soliciting/seeking private instruction from Coppell 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. Coppell Conservatory is not responsible for ensuring that any child remains on the premises. Parents agree to hold harmless, defend and indemnify Coppell 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 Coppell Conservatory as outlined above. This document will remain in effect as long as the student is enrolled at the Coppell Conservatory.

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