

# MUSIC SCHOOL POLICIES

Welcome to Bay Chamber Music School. The following are our policies and procedures for enrollment. We do our very best to accommodate our students' needs. If you have any questions or concerns, please contact Monica Kelly, Executive Director. Thank you.

## **REGISTRATION**

Our academic year is divided into two 15-week semesters: Fall and Spring. A flexible summer session is also offered. New students can enroll throughout the year and tuition will be adjusted on a pro-rated basis.

Registration for lessons and classes is complete with receipt of your annual \$40 application fee and registration form. Students can fill out the online form at our website. At that time, returning students should confirm their lesson schedules with their instructors. Upon confirmation of your lesson time/day/length students can set up their payment plans with the office. We encourage students to enroll for the full year to gain the most from their instruction.

## **PLACEMENT of NEW STUDENTS**

We put thought and effort into finding the right teacher for each student. Assignment of newly registered students for private lessons is based on instrument, teacher availability and studio space. A meeting or phone conversation with the Executive Director to review options ensures making the right placement for each student.

## **TUITION AND FEES 2023-2024**

We are very proud of our accomplished, professional faculty; all our teachers are practicing musicians highly trained in their field. Tuition covers weekly lessons and membership in our ensemble programs, along with opportunities for workshops with guest artists, free concert tickets and other educational offerings throughout the year.

Individual lessons: violin, viola, cello, bass, classical/jazz piano, classical/acoustic/electric guitar, ukulele, winds, brass, voice, percussion, and composition.

### Lesson Fees:

#### FULLY ENROLLED:

##### 15 weeks: Fall or Spring

30 minutes: \$46	or \$690/semester
45 minutes: \$56	or \$840/semester
60 minutes: \$66	or \$990/semester
90 minutes: \$96	or \$1,350/semester

Summer lessons – minimum of 3 at the above rates

#### PARTIALLY ENROLLED (less than 15 lessons/semester) Fall or Spring:

30 minutes: \$51
45 minutes: \$61
60 minutes: \$71
90 minutes: \$105

### **Administrative Offices and Music School**

18 Central Street, 5<sup>th</sup>  
Floor  
Rockport, ME 04856

### **Mailing Address**

PO Box 599  
Rockport, ME 04856

### **Phone**

(207) 236-2823

### **Fax**

(207) 230-0454

### **Website**

## GROUP CLASSES

Chamber Ensemble Coaching – Tuesdays, weekly for fall and spring semesters

Students fully enrolled in 15 weeks of private instruction per semester are eligible to participate in one chamber ensemble for a \$75 fee per semester. If the chamber ensemble is larger than five members special arrangements must be made with the music school. Students may apply as pre-formed ensembles or individuals can be placed in groups based on ability. Rates for chamber music coaching for non-fully-enrolled students:

Duo	\$35 person/session
Trio	\$25/session
Quartet	\$20/session
Quintet	\$15/session

## JAZZ ENSEMBLE

The Bay Chamber Jazz Ensemble meets weekly throughout the school year. For students fully enrolled in private instruction, the Jazz Ensemble is free. **For all others tuition for the Jazz Ensemble is \$10/session.**

Other Group Classes and workshops are offered throughout the year. Please check our website for more information on courses a variety of offerings.

## REGISTRATION AND ENROLLMENT

Private Instruction – New Students

New students seeking private lessons should fill out the Registration Form online or in the office. After placement with an instructor has been confirmed (with an established day, time and lesson duration) students can set up their payment plan with the office and will receive invoices with appropriate fees, and tuition.

Private Instruction – Returning Students

After confirming the day, time and length of the lesson with your current instructor, complete and submit the online Registration Form.

## PAYMENT

All payments are made to Bay Chamber and paid in advance of any lesson/coaching/class. Faculty members do not accept payment from students for lessons. Please see the Registrar to make a payment and set-up invoices if choosing Option 2 below.

Registration obligates the student to pay tuition. PLEASE CHOOSE A PAYMENT OPTION AT THE TIME OF REGISTRATION.

Option #1 - Full Payment: 100% due with registration. **Save \$5.00 per month by paying in full!**

Option# 2 - Multi-payment plan: Four payments charged automatically to credit card in Fall or Spring. Authorized payer must submit a valid Visa or MasterCard debit or credit card. First payment is due at the time of the first lesson. A \$5.00 fee is applied monthly for this payment plan.

Scholarship applicants: Four payments charged automatically to credit card in Fall or Spring based on scholarship. Scholarship application must be completed and include a copy of most recent IRS Form 1040. Authorized payer must submit a valid Visa or MasterCard debit or credit card, which will automatically be charged.

Summer term only: We require payment in full when registering for 3 lessons (minimum). If registering for more than 3 lessons, summer tuition can be paid in 3 installments to be arranged with office.

We accept cash, Visa or MasterCard (credit or debit); personal check or money order to be made payable to Bay Chamber.

## FINANCIAL ASSISTANCE

We have a generous scholarship program and try to meet the financial needs of all our students. Financial aid is granted to students on the basis of family need and availability of funds. *Those receiving financial assistance are not eligible for additional discounts.*

**WITHDRAWAL**

Please note that we hire our instructors on an annual basis, according to registrations received. When a student enrolls in our program, we require a commitment from the student. If a student withdraws at any time after they have a confirmed schedule, the \$40 registration fee is not refundable. Notice of withdrawal must be submitted to the office.

**REFUNDS**

No refunds are given for lessons, classes or ensemble tuition after the start of the first class or rehearsal. Registration fees are non-refundable.

**LATE TUITION PAYMENT**

Non-payment of tuition by the fourth week of the semester will result in late fee of \$10 per month and the possibility of suspension of lessons.

**OUTSTANDING BALANCES/LATE FEES**

New registrations will not be processed until past due balances are paid in full. Bay Chamber reserves the right to suspend or discontinue instruction of any student who is delinquent in fulfilling their financial obligation.

**MISSED LESSONS**

The official policy for the music school is that student absences will not be made up. Students are charged for all lessons for which they register, including those missed through student absence. Make-ups are offered solely at the discretion of the teacher for student absences. The teacher may choose to offer a make-up that works for their schedule. If the student cannot come on the make-up days offered, the student foregoes the opportunity for the lesson to be made up. For teacher absences we offer make-up dates built into the semester schedule. If the student cannot come on any of the make-up days, they forego their opportunity for make-ups.

All teacher absences or cancellations by Bay Chamber due to teacher obligations, teacher illness, weather or emergencies will be made-up during the times faculty make available or during the school make up weeks at the end of each semester.

**SCHOOL CANCELLATION**

Bay Chamber follows the cancellation and vacation dates of Five Town CSD/MSAD #28, the Camden-Rockport school system. Weather-related lesson cancellations will be on our website at [www.baychamber.org](http://www.baychamber.org) and on social media. Weather-related cancellations will be made up before the end of the semester.

If Five Town CSD/MSAD #28 is closed at the start of the school day, then Bay Chamber will be closed.

If Five Town CSD/MSAD # 28 has a late arrival, Bay Chamber will operate on a normal schedule.

If Five Town CSD/MSAD # 28 announces early release by 11:00 a.m., Bay Chamber will contact students if classes or rehearsals will be cancelled.

In the event of an inordinate number of weather cancellations, we may offer scheduled vacation days and alternative weekdays to accommodate the makeup lessons.

**INSUFFICIENT CLASS ENROLLMENT/CANCELLATION**

If any class has insufficient enrollment, we reserve the right to cancel the course or to offer the class with an adjusted tuition rate, length and/or number of class meetings. If a class is cancelled, refunds will be issued within 30 business days.

**CHANGE OF INSTRUCTOR**

Bay Chamber's method of assigning a private instructor is designed to make the best possible match before studies begin. If a change is desired, however, a student/parent must first contact the Executive Director.

**MULTI-ENROLLMENT DISCOUNTS**

If two members of the same family are both fully enrolled in our private instruction program, a 10% discount will be applied to the lesser of the two tuitions. Likewise, if an individual is fully enrolled in lessons in two different instruments, a 10% discount will be applied to the lesser of the two tuitions.

### **ACCOMPANIST FEES**

Faculty and other local musicians are available to serve as accompanists to Bay Chamber students. Rehearsal sessions are scheduled depending on the availability of the accompanist. If our faculty member provides accompaniment, the accompanist fee is \$60 per hour, for a one hour minimum, payable to Bay Chamber. While one hour (or more) must be paid in full, the hour may be split between two students for scheduled sessions of 30 minutes each, at the discretion of the accompanist. The accompanist fee of \$60/student for the Winter and Spring Recitals is covered by Bay Chamber.

Our registration fee for lessons, classes and ensembles is for the entire year (Summer/Fall/Spring) unless otherwise indicated in class descriptions. Registration is ongoing throughout the year and tuition will be prorated as applicable. A registration fee of \$40 is charged per family and is due ONCE per year. Registration materials are available on our website or in print at the office.

### **PHOTO AND RECORDING POLICY**

Bay Chamber reserves the right and may give permission to its photographer or outside media, to photograph classes, programs, and participants at all our facilities and properties. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications. A photo release form is located on the *Registration Form*. Please clearly indicate if you do not give your consent.

### **SPECIAL OFFERS**

Bay Chamber Music School students are occasionally offered complimentary or discounted tickets to various performances presented by Bay Chamber Concerts. Notification of complimentary tickets is usually done by email. Be sure the office has a current email for your family so you won't miss out.

### **STUDENT CONCERTS/RECITALS**

An integral part of music study is the opportunity for performance. Recitals are offered to private instruction students several times throughout the year. *Recitals and concerts for the year are listed on the music school calendar.*

### **BUILDING RENTAL**

All registered students may use Bay Chamber studio space at no charge by prior reservation or as space is available. For all other uses, please contact the Executive Director.

### **BUILDING RULES**

Bay Chamber Music School has sound-proof rehearsal studios, 2 large classrooms, a recital hall, and several excellent pianos. There is a lounge area for students to wait for lessons. When students are not in their lesson or class, they are the responsibility of their parents or caregivers. To ensure your child's safety, please be sure to pick him/her up promptly after lesson/class. Children waiting in the hallway or lobby before and/or after their lesson/class cannot be supervised by Bay Chamber staff. Children are under supervision during their instruction time only. Neither teachers nor administrative staff is responsible for supervising children outside of teaching times.

### **NON-DISCRIMINATION POLICY**

Bay Chamber Concerts and Music School is committed to a supportive and inclusive culture. We do not discriminate on the basis of race or color, sex, sexual orientation, marital status, gender identity, gender expression, physical or mental disability, religion, age, ancestry or national origin, or any other status protected by local, state or federal laws.

### **CODE OF CONDUCT**

Bay Chamber upholds the highest standards of mutual respect and inclusivity. All Music School family members, students, faculty and staff are expected to be respectful and considerate. Harassment of any kind will not be tolerated.