



Bay Chamber Concerts and Community Music School  
18 Central Street  
PO Box 599  
Rockport ME 04856  
(207) 236-2823 [www.baychamberconcerts.org](http://www.baychamberconcerts.org)

## Private Instruction and Odeon Policies

Please keep for your records

### Registration

The academic year is divided into two 16-week semesters: fall and spring. A flexible summer session also is offered. Registration enrolls a student for the entire year. New students are accepted throughout the year when space is available and will be charged on a pro-rated basis.

Registration is considered complete with receipt of the annual \$25 application fee and a minimum of one month's deposit which will be applied to your last month of instruction. At this time, a lesson schedule is confirmed. Lesson times arranged at registration are considered permanent for the year.

### Placement of New Students

Assignment of newly registered students for private lessons is based on teacher availability. The Music Director of Education will contact you by email or phone to discuss the student's placement.

Musicians interested in playing in the Odeon Junior, Youth, or Chamber Orchestras need to audition in the fall or spring. There is no audition required for the Odeon Adult Orchestra.

### Tuition and Fees 2010-2011

Tuition includes coaching with professionally trained faculty; opportunities for master classes and public performances, occasional free tickets and much more!

Individual lessons:

16-week semester	Full year
30 minutes a week: \$688	30 minutes a week: \$1376
45 minutes a week: \$816	45 minutes a week: \$1632
60 minutes a week: \$960	60 minutes a week: \$1920
90 minutes a week: \$1440	90 minutes a week: \$2880

Lessons are offered weekly. Biweekly lessons are available by prior arrangement at the cost of \$75 per hour. Since scheduling priority is given to full time students, you are not guaranteed continuance of a biweekly time schedule.

### Chamber Coaching:

Pre-formed ensembles and individual players may apply. Indicate interest on registration, and you be contacted by the Music Director of Education for placement.

\$20 per coaching/per person x number of weeks coached.

### Odeon:

Full year – two, sixteen weeks semesters

Junior ensemble:	\$250
Youth ensemble:	\$450
Chamber orchestra:	\$450
Adult orchestra:	\$450

A non-refundable application fee of \$25 per student/family is payable ONCE a year and covers enrollment from September through August, including summer lessons.

### **Private Instruction**

Offered in violin, viola, cello, jazz and classical piano, classical guitar and voice.

### **Odeon**

Junior and Adult Orchestras: strings, harp and piano.

Youth Orchestra: Strings, harp, piano and wind

Chamber Orchestra: Strings only

### **Rehearsals**

Weekly rehearsals, September to June

Chamber Orchestra: Mondays, 5:30 – 7:30 p.m.

Junior Ensemble: Tuesdays, 3:30 – 4:45 p.m.

Youth Orchestra: Tuesdays, 5:00 – 7:00 p.m.

Adult Orchestra: Tuesdays, 7:15 - 9:15 p.m.

One audition serves for placement in all the Junior, Youth and Chamber orchestras and chamber ensembles. Students may indicate a preference but are placed in the appropriate group on the basis of age and skill.

Sheet music will be provided to each student at the first rehearsal. It is the responsibility of the student to bring his/her music to each rehearsal. Musicians should not rely on his/her stand partner to bring music to rehearsal. Further, each musician should mark fingerings, bowing and other notations in his/her own part. Should a student misplace music, it is his/her responsibility to contact the conductor and obtain a replacement part.

Each student will sign in before rehearsal begins in order to track absences. Sign in sheets will be posted in close proximity to the rehearsal space. Students are expected to be in their seats and ready to play when rehearsal begins. All musicians are required to arrive early to each rehearsal in order to set up before rehearsal begins. Students are required to bring a pencil, music, and all necessary support equipment to each rehearsal.

String Players: please bring a full set of extra strings, mutes, rosin, rockstops

### **Payment**

Registration obligates the student to pay tuition for the entire year. Registration fee is \$25 and due ONCE per academic year. Payment options are:

Full Payment: **100%** due now.

Multi-payment plan: Four monthly payments per semester, automatically charged to a Visa or MasterCard credit or debit card.

Scholarship applicants: **10%** due with this application. Four monthly payments per semester, automatically charged to a Visa or MasterCard credit or debit card.

Charges will be: September 6, October 6, November 6, December 6, and January 6, February 6, March 6, and April 6.

Personal check or money order made payable to Bay Chamber Concerts, cash, Visa, or MasterCard are accepted.

### **Financial Assistance**

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 of an entire class session. Once confirmed in the schedule, the registration fee of \$25 becomes non-refundable. Notice of withdrawal must be submitted in writing to the Bay Chamber Community Music School.

### **Refunds:**

All tuition will be refunded if notice of withdrawal is received at least 48 hours before the first scheduled lesson/class.

After the 1st lesson, two month's payment and the \$25 registration fee are non-refundable.

### **Late Tuition Payment**

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

### **Outstanding Balances/Late Fees**

New registrations will not be processed until past due balances are paid in full. A \$10 late charge will be applied to payments past due 15 days. Bay Chamber reserves the right to suspend or discontinue instruction of any student who is delinquent in fulfilling their financial obligation.

### **Late Registration**

Students entering after the start of a semester will be charged on a pro-rated basis for the duration of the semester.

### **Missed Lessons**

Regular attendance is expected. Students are charged for all lessons for which they register, including those missed through student absence. There will be no make-ups for student absences.

All teacher absences or cancellations by Bay Chamber due to professional obligations, teacher illness, weather, or emergencies, will be rescheduled. Any lessons or classes missed by the teacher during the official semester schedule will be rescheduled with the student at a mutually convenient time. Odeon rehearsals cancelled by Bay Chamber will not be rescheduled.

### **School Cancellation**

Bay Chamber follows the cancellation or vacation dates of MSAD #28, the Camden-Rockport school system. Weather-related lesson cancellations will be broadcast on [www.villagesoup.com](http://www.villagesoup.com). Bay Chamber will not call individual students if there is a closing for snow or emergency conditions. School cancellation does not apply to make-up lessons.

## **Discounts**

**Family discount** If one family member registers for Private Lessons or Odeon, immediate family members receive a 10% discount on their Private Lessons.

**Multiple classes** Students enrolling for more than one set of Private Lessons during a semester also receive a 10% discount.

## **Special offers**

Community Music School students are occasionally offered complimentary or discounted tickets to various performances produced 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. Please only request tickets that you will actually use.

## **Building Rules**

The Bay Chamber Community Music School has 5 sound proof rehearsal studios, 2 large classrooms, a recital hall and 4 Steinway grand pianos. There is a reception 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.

Students may rehearse in studios when they are available. The recital hall is available for student use as well. There is no charge to use these spaces if enrolled in Bay Chamber Community Music School programs.

*Policies and Procedures are subject to change.*