

BAY CHAMBER 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 the Executive Director.

Our academic year is divided into three semesters, two 15-week semesters, Fall and Spring, and a flexible summer session. New students can enroll throughout the year and tuition will be pro-rated. We encourage students to enroll for the full year to gain the most benefit from their instruction.

REGISTRATION/ENROLLMENT

Individual lessons are offered in violin, viola, cello, bass, classical/jazz piano, classical/acoustic/electric guitar, ukulele, winds, brass, voice, percussion, and composition. Registration for lessons and classes is complete with receipt of your annual \$50 enrollment fee and registration or re-enrollment form. New students can complete the online form at our website or return a paper copy to the office. Returning students should complete a re-enrollment form. When your lesson time and length have been established with a faculty member, you will receive an invoice detailing costs and payment options.

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 2024-25

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

LESSON FEES

FULLY ENROLLED (15 lessons per semester, Fall or Spring)*

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| 30 minutes: \$48 | \$720/semester |
| 45 minutes: \$58 | \$870/semester |
| 60 minutes: \$68 | \$1,020/semester |
| 90 minutes: \$98 | \$1,470/semester |

**Summer Lessons: minimum of 3 at the above rates.*

PARTIALLY ENROLLED (less than 15 lessons per semester, Fall or Spring)

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| 30 minutes: \$53 |
| 45 minutes: \$63 |
| 60 minutes: \$73 |
| 90 minutes: \$107 |

PAYMENT

All payments are made to Bay Chamber. Payment arrangements must be completed in advance of any lesson, coaching, or class. Faculty members do not accept payment from students for lessons. Registration obligates the student to pay tuition. PLEASE CHOOSE A PAYMENT OPTION AT THE TIME OF REGISTRATION OR RE-ENROLLMENT.

PAYMENT OPTIONS

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

OPTION #1: FULL PAYMENT

100% due within 30 days of the invoice date. *(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. Charges will be made on the following dates:

Fall Semester: Oct 15, Nov 15, Dec 15, Jan 15

Spring Semester: Feb 15, Mar 15, Apr 15, May 15

A \$5.00 fee (\$20 per semester) is applied to each month of the payment plan.

SUMMER TERM PAYMENT OPTIONS

We require payment in full when registering for 3 lessons (minimum). If registering for more than 3 lessons, summer tuition may be paid in 2 installments on a credit card to be arranged with the office.

LATE TUITION PAYMENT

Non-payment of tuition in accordance with the terms outlined under the Payment section of these policies will result in late fee of \$25 per month, loss of scholarship awards or discounts, and the possibility of suspension of lessons. Re-enrollment or 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.

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. **A Scholarship application must be completed and include a copy of the most recent IRS Form 1040.** Scholarship awards apply to three semesters: summer, fall and spring. Applications must be resubmitted each year. **Scholarship awards are not retroactive.**

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.

REFUNDS

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

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 \$50 enrollment fee is not refundable. Notice of withdrawal must be submitted to the office.

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-up lessons 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.

GROUP CLASSES

Chamber Ensemble Coaching is available weekly for fall and spring semesters. Students fully enrolled for 15 weeks of private instruction per semester are eligible to participate in one chamber ensemble for a \$100 fee per semester. Students may apply as pre-formed ensembles or individuals can be placed in groups based on ability. Chamber music coaching for non-fully enrolled students is available for a fee of \$35 per person, per one hour 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 \$150 per semester.**

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

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.*

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 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 are 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.

RECITAL ACCOMPANIST FEES

Faculty and other local musicians are available to serve as accompanists to Bay Chamber students for recitals. 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 maximum, payable to Bay Chamber. While one hour 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, all other Faculty accompanist arrangements that fall outside of official recitals will be billed to the student by Bay Chamber.

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. Photo release authorization is included in your initial registration form and is reauthorized when you re-enroll. 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.

BUILDING RENTAL AND USAGE

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 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 them 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 are 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.