

Music Conservatory of Texas

CONSERVATORY POLICIES

(Private Lessons, Labs, Group Classes)

SCHEDULE: The school calendar runs yearly through July. You will have the same lesson appointment time each week. Students do not pay for MCOT holiday weeks (see Teaching Schedule for details). Tuition is non-refundable and non-transferable, and summer lessons are included. Any permanent schedule change requests must be received in our office seven days in advance of your current lesson day (faculty cannot make schedule changes). Group classes must meet their minimum enrolment to continue on the schedule.

MISSED LESSONS: Students are required to inform the office of any missed lessons to qualify for the Make-Up Workshops listed below. Missed lessons are not refundable. If a student is ill they should not attend their lesson. **Private Student Make-Up Workshops:** We offer several one-hour group music workshops during the year for private students who miss a lesson – see Calendar of Events for specific dates (*faculty cannot reschedule lesson times or schedule a student for a workshop*). **Theory Schools:** Make-up classes are not available for Theory classes. **Group Student Make-Up Workshops:** We offer several one-hour group music workshops scheduled over the summer for group students who miss a class during June and July (due to limited class size, make-ups are not available for missed classes through May) – see Calendar of Events for specific dates.

TARDY ARRIVAL: Students arriving late will not have their lesson time extended. Students who arrive late by more than half their lesson period will be considered absent.

INCLEMENT WEATHER: In case of bad weather, please call our school for an update on the phone greeting. If our school closes due to inclement weather, students missing lessons on that day will be offered a SNOW DAY VOUCHER to use for an extra lesson/class valid through June of the current teaching year.

HOME INSTRUMENTS, TUNERS AND METRONOMES, BOOKS: Please maintain your instrument in good repair. If a student's instrument is not available on the day of a lesson, students are still required to attend their lesson, and the teacher will reinforce general music learning during the lesson time. Bring your tuner/metronome to your lesson. Students are required to bring their music with them to each lesson. If music is lost, immediately report this to the office and we will order you another copy (at your cost). Students who do not bring music to ensemble rehearsals may not be able to participate (we do not stock extra copies of all issued music).

WAITING ROOM, DROP-OFF, PICK-UP: The waiting room area is provided as a courtesy to the students and it is expected that everyone wait quietly, without disturbing ongoing lessons. Please be aware that THE WAITING ROOM IS NOT SUPERVISED. Food and drinks are not allowed in the Conservatory. Please drop off students no more than five minutes prior to the scheduled lesson time and pick them up promptly. Students should come to the office if their teacher does not greet them at lesson time.

WITHDRAWAL: Registration is for the entire teaching year through July and summer lessons are included. There is no long term contract. To withdraw and suspend automatic tuition charges, A WITHDRAWAL FEE OF \$50 AND ONE FULL MONTH PRIOR NOTIFICATION IN WRITING FROM THE FIRST OF THE MONTH IS REQUIRED, even if the first of the month is a School Holiday. Withdrawal forms are available in our office, and withdrawal by telephone is not accepted. Faxing and email are not a reliable way to insure receipt of your form and it is the students' responsibility to ensure that MCOT is in receipt of their withdrawal paperwork on the 1st of the month (call our office to confirm receipt of your paperwork). Tuition is not refundable, and not transferable. If a one full month notice is not provided, the fees and outstanding tuition

(including tuition fees for the entire month) are still due and payable. **Last day to withdraw is May 1st**. Any reduction in series requires a 30-day notice from the 1st of the month.

FUNDS UNAVAILABLE FEE: \$25.00

MATERIALS DEPOSIT: Your Materials Deposit will be held in an account, especially for you. Deductions are made from this account as materials are purchased and issued to the student (includes music, materials, and any other fees). When materials balance reaches \$15.00 or less, an additional \$30 deposit is required (credit card customers accounts will be automatically charged, check students will be notified to submit an additional \$30.00). All account credits will be returned yearly, in the fall.

RELEASE: MCOT is hereby released to use students' likeness in the form of a photograph, audio and/or video in promotional materials for their company such as in flyers, brochures or on their Web site. There is no compensation for this release and students agree to give their consent willingly.

SCHOOL DRESS CODE: Students dress appropriately at our school. No inappropriate pictures or slogans, or other mode of clothing that is deemed disruptive by the teachers or administrators is allowed.

SCHOOL INSTRUMENTS AND EQUIPMENT: Students are expected to treat MCOT instruments and equipment with appropriate respect. Young students will be taught by Faculty how to use all instruments and equipment safely. Students/families are responsible to fix or replace any damaged or broken instruments and equipment due to miss-use or abuse by students.

PARENT VISITATION AND PROGRESS REPORTS: **Private lesson students:** Parents are encouraged to attend the private lessons. Time is set aside at least twice per year for conferences/progress reports, and to visit with the faculty regarding their children's progress. **Lab students:** You will be notified of Parent Performance Days, usually scheduled four times per year. The last 5 minutes of each weekly class is reserved for parent questions and assignment clarification.

PRACTICE: Learning a skill requires at-home practice. Students are expected to follow their teachers practice suggestions. Seven year olds and up should have a positive practice incentive program in place and parents are asked to sit in on lessons to observe – call our office for age appropriate ideas. It is normal to have ups and downs in practice motivation throughout the year. We have busy lives, but practicing just 15 or 20 minutes four or five times a week will gradually increase skill and confidence. With more practice time, comfort and ability will increase rapidly. Regular 15-20 minute practice sessions will make music study much more fun and rewarding. Ask us about "The Practice Club" for private students.

FACULTY: The Conservatory will assign a teacher deemed best suited to the student's needs. You will have the same teacher each week. Faculty are professional musicians and teachers, however they are not trained to teach students with special needs or learning disabilities. In the event a teacher is ill, a substitute will be provided. The Conservatory reserves the right to substitute or change the student's teacher assignment at any time. Please contact the Director of you wish to request a change in teacher assignment.