

Student Code of Conduct, Financial, Tuition, Refund and Media Release

STUDENT CODE OF CONDUCT

The following guidelines have been established to benefit the Music Conservatory of Coeur d'Alene (MCCDA), its staff and students in support of achieving the objectives of the conservatory.

Attendance and Hamilton House Protocol

To support the student in making the most of each lesson/course, MCCDA asks all students to be punctual and organized. Please bring all music materials including music books, practice logs, and necessary instruments. Students are expected to behave as in a library setting while in the Hamilton House (MCCDA location). This allows for lessons to be conducted in a focused manner free of distractions.

Practice Guidelines

Practice sessions can be split up in segments of 15-30 minutes and are encouraged on a daily basis. Beginners are expected to build a tolerance for practicing through shorter time increments but as often as necessary. Scheduling a regular practice time each day in a quiet space is strongly advised. Parents are expected to encourage and facilitate their child's practice time each week to help continual progress in their development. This way, the families are getting the highest value out of their experience at MCCDA.

Performances

MCCDA offers each student opportunities to perform in recitals. These recitals do not have any requirement in terms of age, skill level and participation but students are encouraged to participate and achieve the highest degree of performance possible. The purpose of recitals is to help build student confidence and family enjoyment through MCCDA.

Holiday and Inclement Weather School Closures

MCCDA does not schedule lessons on most National Holidays and seeks to align its schedule with most local school district calendars. Schedule alignment may vary at times. On days with inclement weather, classes will be rescheduled according to the Cd'A School District's closures. The CDA Public Schools Closure hotline number is 208-667-0784

Alcohol, Tobacco and Controlled Substance Policy

1. Staff, instructors, students, volunteers and visitors of MCCDA shall not smoke or use tobacco products, or possess or use any other controlled substance or alcoholic products on the school grounds.
2. Any person in violation of the aforementioned policy will be asked to vacate the premises and must meet with a board member or Executive Director prior to returning to MCCDA.

FINANCIAL AND TUITION POLICIES

MCCDA charges on a monthly basis for private lessons. For unused lessons see "Cancellation and Make-Up Lesson Policy".

Please call MCCDA at 208-901-8190 if you have any questions about your account.

All lesson payments are due at the beginning of each month of service. Payments received after 5th of the month may be subject to a \$10 late charge levied at MCCDA's discretion. MCCDA accepts checks,

cash, and credit cards (VISA & MasterCard) Please make all checks payable to *Music Conservatory of Coeur d'Alene* or simply *MCCDA*.

One-time registration fees of \$75 per family are non-refundable and due at the time of enrollment. If the student has not taken lessons or classes and remains inactive at the conservatory for one year, the registration fee of \$75 must be paid again in order to re-enroll.

REFUND POLICIES

Private or Group Lessons

A full refund will be given for private or group lessons if withdrawal is made one week prior to the start of lessons. Students who withdraw prior to the end of the first month will receive a refund of \$50. Students will not receive any refund after the first month with the exception of illness or other unforeseen circumstances. Exceptions must be submitted to the Executive Director in writing for consideration. MCCDA reserves the right to cancel any group class due to insufficient enrollment, in which case a full refund is given.

Cancellation and Make-Up Lesson Policy

Students are entitled to two (2) make-up lessons per 182 days due to unforeseen circumstances such as illness. All make up lessons must be made up during the same semester. Cancellations should be made at least 24 hours prior to lesson time except in the case severe illness or an emergency. There will be no make-up lesson for missed group lessons. Makeup lessons are credited when staff unexpectedly cancels a regularly scheduled lesson. After a makeup is scheduled, there is no credit issued for student cancellation. Credit will be issued for staff cancellation of makeups.

Family Discount for Group Classes (not Private Lessons)

MCCDA offers group discounts when a student and/or an additional family member are enrolled in group classes during the same semester. 10% off for each additional family member taking another group class. **Families are 2 generations of the same household only- example - Parent/Child or Child/Sibling.*

MEDIA RELEASE

By registering for classes at MCCDA, you grant MCCDA permission to use photographs, images and/or recordings of you or your child who is a student at MCCDA, to be used in MCCDA publications and materials in print or electronic format for any lawful purpose. If you do not wish to grant permission to MCCDA to use your photograph, image and/or recording, you must do so in writing.