

OVERVIEW INFORMATION

<i>Academic Session Start & End Dates</i>	<i>Cost per Lesson</i>	<i>Installment Payment</i>	<i>Total Cost</i>
September 11, 2017 - June 15, 2018	\$31 for 30 minutes	\$124 x 9	\$1116
	\$44 for 45 minutes	\$176 x 9	\$1584
	\$59 for 60 minutes	\$236 x 9	\$2124

POLICIES & PROCEDURES

Registration

- The Tuition Plan provides students with weekly lessons and tuition is paid to reserve time with the faculty member.
- Students must register at the beginning of each academic session by completing the registration form.
- Students enrolled in private study with more than one faculty member are asked to complete a registration form for each faculty member relationship.

Fees, Tuition, & Payment Options

- A non-refundable, \$25 annual registration fee is assessed at the time of registration.
- The tuition amount is determined by the lesson length multiplied by the cost per lesson over 36 instructional weeks.
- The tuition payment can be made with cash, check, or card.
- Two payment options are available:
 - Full Payment
 - Installment Payments & Automatic Billing
 - The installment payment rate is the total cost of the academic session divided into 9 equal payments and does not coincide with the number of lessons held in one month.
 - The September payment will be collected on September 11, 2017. Subsequent payment due dates are the 5th of each month or the closest business day.
 - A credit/debit card must be kept on file for automatic billing on the payment due date.
 - If the initial installment payment is made in September, the final payment is due on May 7, 2018. If the initial installment payment is made after September, the final payment is due on June 5, 2018.
- Students who also participate in a Performance Ensemble receive a 15% discount on the Performance Ensemble tuition.
- Accounts with outstanding balances or failed payments may be assessed a penalty fee and registration rights may be suspended.

Tuition Assistance

- Tuition Assistance is available. To apply for Tuition Assistance, complete the online application or download the PDF form from our website, print the application, and submit it to the school with income verification documents.

Academic Calendar

- The academic session begins on September 11, 2017 through June 15, 2018 with a total of 36 instructional weeks.
- Cascade School of Music is closed and no lessons will be held during the following weeks:
 - November 20 - 24, 2017, December 25, 2017 - January 5, 2018, and March 26 - 30, 2018
- The Cascade School of Music is open on all other days including holidays recognized by the local schools.
- Emergency school closure announcements will be made available on our website.

POLICIES & PROCEDURES

Absence & Cancellation Policy

- Student absences should be reported to the faculty member and Registrar with as much notice as possible. Student absences do not result in a credit and no make-up lesson is guaranteed to be provided by the faculty member.
- Notice of faculty absences will be communicated to the student by the faculty member or by the school. The faculty absence results in either a scheduled make-up lesson or account credit. The account credit will either be issued towards the next installment payment or a refund check will be issued on June 22, 2018.

Withdrawal & Registration Changes

- Student withdrawal notices should be provided to the faculty member and Registrar prior to the 1st of the month.
- For billing purposes, the student's withdrawal date is set to the last day of the month even if the withdrawal request is made mid-month. If the student has paid for the academic session in full, a prorated refund will be issued. If the student is on the payment plan, no future installment payments will be collected.

Student Safety

Youth students should arrive no earlier than 15 minutes prior to the start of their lesson and should be picked up promptly when the lesson is scheduled to end. Students are not allowed to wait outdoors. Please come into the building to pick up the student.

Privacy

Your privacy is important to us. The information we collect is used to successfully deliver educational programming. We do not share your information outside our organization, and any information released to support funding or grant applications is shared in a way that is non-identifying and aggregated.

Photo & Video Authorization

We ask for permission to use, reproduce, or publish student images, likeness, or voice without compensation or any other consideration, in photographs and/or video for purposes of publicizing Cascade School of Music programs and initiatives and for any other lawful purpose. These photographs and audio-visual recordings are the property of Cascade School of Music and will not be returned. In addition photographs and audio-visual recordings will be in the public domain and Cascade School of Music may further reproduce, edit, alter, copy, exhibit, publish, or distribute these photographs and audio-visual recordings without further permission. By agreeing, students/guardians waive the right to inspect or approve the finished product, including any written or electronic copy, wherein the student's image, likeness, or voice appears.

By signing the registration form, the student/guardian hereby hold harmless and release and forever discharge Cascade School of Music from all claims, demands, and causes of action which his/her, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization. The signature indicates that the student or guardian has read the authorization fully understands the contents, meaning, and impact of this authorization. If the student or guardian does not agree to this authorization, we allow for students/guardians to opt-out by selecting "Yes" on the signature line on the registration form.

OVERVIEW INFORMATION

<i>Academic Session Start & End Dates</i>	<i>Cost per Lesson</i>
September 11, 2017 - September 7, 2018	\$35 for 30 minutes \$50 for 45 minutes \$66 for 60 minutes

POLICIES & PROCEDURES

Registration

- Students must register at the beginning of each academic session by completing the registration form.
- Students enrolled in private study with more than one faculty member are asked to complete a registration form for each faculty member relationship.

Fees, Tuition, & Payment Options

- A non-refundable, \$25 annual registration fee is assessed at the time of registration.
- The cost per lesson is dependent upon the length of the lesson.
- Students purchase a lesson ticket at the time of the scheduled lesson. Payments can be made with cash, check, or charge to a debit/credit card, however, we require that a debit/credit card is kept on file.
- Students who also participate in a Performance Ensemble receive a 15% discount on the Performance Ensemble tuition.
- Accounts with outstanding balances or failed payments may be assessed a penalty fee and registration rights may be suspended.

Tuition Assistance

- Tuition Assistance is available. To apply for Tuition Assistance, complete the online application or download the PDF form from our website, print the application, and submit it to the school with income verification documents.

Academic Calendar

- The academic session begins on September 11, 2017 through September 7, 2018.
- Cascade School of Music is closed and no lessons will be held during the following weeks:
 - November 20 - 24, 2017, December 25, 2017 - January 5, 2018, and March 26 - 30, 2018
- The Cascade School of Music is open on all other days including holidays recognized by the local schools.
- Emergency school closure announcements will be made available on our website.

Absence & Cancellation Policy

- Student absences should be reported to the faculty member and Registrar. There is no charge for the cancelled lesson if the absence is reported with at least 24 hours notice of the scheduled lesson. Students are charged for lessons cancelled with less than 24 hours notice.
- Notice of a faculty members absence will be communicated to the student either by the faculty member or by the school.

POLICIES & PROCEDURES

Withdrawal & Registration Changes

- Student withdrawal notices should be provided to the faculty member and Registrar. A 2-week notice is requested.

Student Safety

Youth students should arrive no earlier than 15 minutes prior to the start of their lesson and should be picked up promptly when the lesson is scheduled to end. Students are not allowed to wait outdoors. Please come into the building to pick up the student.

Privacy

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Photo & Video Authorization

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By signing the registration form, the student/guardian hereby hold harmless and release and forever discharge Cascade School of Music from all claims, demands, and causes of action which his/her, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization. The signature indicates that the student or guardian has read the authorization fully understands the contents, meaning, and impact of this authorization. If the student or guardian does not agree to this authorization, we allow for students/guardians to opt-out by selecting "Yes" on the signature line on the registration form.