

Centennial High School Choral Department

MUSIC ENRICHMENT PROGRAM

2019-2020 HANDBOOK

It is the goal of the Centennial High School Choral Department to provide the very best learning experience for every student enrolled in our program. One way in which we do this is to provide access to individual and personalized instruction through the Centennial Music Enrichment Program (CMEP). Through this program, we offer our students access to learning opportunities tailored to their specific needs and support their growth as an individual performer which, in turn, positively impacting the organization in which that student participates.

Participation in this program requires an understanding and compliance of the following:

STUDENT RESPONSIBILITIES

1. Be on time for all lessons and follow guidelines pertaining to absenteeism.
2. Commit to *consistent individual practice* throughout the week. Practicing is a part of learning to master any skill. Students are encouraged to be prepared for every lesson in order to make the most of lesson time.
3. Secure music, method books, and/or any other materials as required by the voice teacher.
4. Fully participate in all studio-related activities (i.e. recitals, auditions, studio classes, master classes, etc.)
5. Prepare for and participate in TMEA All-Region Choir Auditions and BISD Vocal Solo & Ensemble Contest

FAMILY RESPONSIBILITIES

1. Choose a payment plan and submit payment accordingly. (*see also, Financial Matters*)
2. Encourage and support students in regular practice and preparation for lessons, signing practice reports if requested.
3. Ensure student attends and participates in all program recitals, auditions, master classes, etc.

LESSON LOCATION AND SCHEDULING

1. Student lessons will be taught in the CHS Choir Room practice facilities.
2. Lessons will be scheduled during the class in which the student is enrolled or immediately before/after school. No lessons will be scheduled during academic classes.
3. It is the responsibility of the student to notify his/her voice instructor if a lesson is going to be missed. (*see also, Cancellation/Lesson Make-Up Policy*)

CANCELLATION/LESSON MAKE-UP POLICY

Students must contact their **voice instructor** (*not the choir director*) at least **24 hours in advance** should they need to cancel or reschedule a lesson. Informing instructors in this manner will allow them time to make necessary adjustments to teaching and travel schedules to best serve all of their students.

If a lesson is missed/cancelled without 24-hour notice, students forfeit their lesson time for the week without refund.

If a scheduled lesson falls on a school holiday (with the exception of major school breaks) every effort will be made to adjust the lesson time within the same week. Lessons cancelled by the instructor will be made up when the instructor returns or a credit will be issued to the student's account.

ENROLLMENT

To enroll this program, complete the attached form and return it to the choir director. Once this form is received, the director will forward it to a member of the CHS Voice Faculty who will contact you and assist you with completing the registration process. Your instructor will collect your first payment at this time. A minimum of one month's payment is required to secure a spot in the program. Lessons slots will be filled in the order in which complete applications (form and initial payment) are received.

FINANCIAL MATTERS

The rate for a 24-minute lesson (offered once a week) is \$20. Families choosing to pay for their lessons in full will receive a discounted lesson rate. Please see PAYMENT PLANS on the following page for more information.

Additionally, students will be responsible for materials and/or accompanist fees associated with studio and competition performances (*approximately \$10 per performance/recital event and \$30 for Solo & Ensemble Competition*) throughout the year. These will be billed in a manner consistent with studio practices.

Tuition is due by the first lesson of each month and should be made payable directly to the student's instructor. Payments can be made via cash, check, or PayPal. Fees will be assessed for any checks that are returned from the financial institution. Tuition payments made after the 15th of the month in which they are due will incur a late fee of \$10.00. This fee will be added to the following month's invoice. In the event that payment for lessons is severely delinquent, lessons may be suspended until the account is brought up to date. Should tuition payments be consistently delinquent, the student may be dismissed from the Music Enrichment Program and the lesson slot given by another student.

SCHOLARSHIPS

Financial assistance to offset the cost of music enrichment lessons is available for students based on demonstrated need and merit. Need-based financial assistance necessary for enrollment in private voice lessons is distributed in the order in which applications are received and approved. Those students receiving financial assistance must be required to commit to the following expectations:

- Students must be present for all scheduled rehearsals for their performance ensemble.
- Students receiving financial aid must remain academically eligible and are expected to fully participate in all concerts, recitals and contests sponsored by the CHS Choral Department, including, but not limited to: Texas All-State Choir or 9/10 Honor Choir Auditions, Region/District Choir Clinic and Concerts, BISD Vocal Solo and Ensemble Contest, and all department recitals.
- Students receiving financial assistance are expected to participate fully in all department fundraisers.
- Students must understand that lessons cancelled outside of the guidelines set forth in the Music Enrichment Program policies will become the financial responsibility of the student. Scholarship offsets will not be applied to these lessons.
- Failure to adhere to the requirements for the receipt of financial aid may result in the reduction or elimination of a student's financial aid award.

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PAYMENT PLANS

Payments are based on the total cost of 16 lessons per semester, totaling 32 lessons during the 2019-2020 school year. Please select a payment plan from the options below that works best for you and your family. Please note that supplemental studio fees (charges for recitals, late payment fees, accompanists, and other materials, etc.) are not included in the plans listed below. These charges will either be added to your monthly invoice or billed separately depending on the payment plan your family selects.

- A. ONE ANNUAL PAYMENT - \$18/lesson (annual savings of \$64)**
One payment of \$576.00 - due on or before the first lesson of the year.

	DUE DATE	AMOUNT DUE (\$18/lesson)
1	First Lesson in August	\$576

- B. TWO SEMESTER PAYMENTS - \$19/lesson (annual savings of \$32)**
Two equal payments of \$304 - due at the first lesson of each semester. Invoices will be sent the week before payment is due.

	DUE DATE	AMOUNT DUE (\$19/lesson)
1	First Lesson in August	\$304
2	First Lesson in January	\$304

- C. EIGHT MONTHLY PAYMENTS – 32 lessons at \$20/lesson, divided equally**
This option will include eight equal payments of \$80.00 - due the first lesson of each month, totaling \$640 per year. Note that there is no payment listed for the months of September and May. Invoices will be sent the week before payment is due. Payment received after the 15th of each month will incur a late fee of \$10.

	DUE DATE	AMOUNT DUE (\$20/lesson)
1	First Lesson in August	\$80
2	First Lesson in October	\$80
3	First Lesson in November	\$80
4	First Lesson in December	\$80
5	First Lesson in January	\$80
6	First Lesson in February	\$80
7	First Lesson in March	\$80
8	First Lesson in April	\$80

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2019-2020 ENROLLMENT CONTRACT

Please complete this form and return it to Mr. Cooley in person or via email (ecooley@bisdmail.net). Mr. Cooley will forward it to a member of the CHS Voice Faculty who will contact you and assist you with completing the registration process. Your instructor will collect your first payment at this time. Please note that lessons may not be scheduled until this payment has been received.

STUDENT INFORMATION:

Student Name _____ Grade _____ Choir Class Period _____

Student Email _____ Student Cell _____

STUDENT CLASS SCHEDULE (*Don't know your schedule? List the courses you will be taking instead*):

1		5	
2		6	
3		7	
4		8	

PARENT/GUARDIAN INFORMATION:

Name _____ Cell Phone _____ Email _____

Address _____

Please review the PAYMENT PLAN options on the previous page and CIRCLE your selection:

OPTION A (1 payment)

OPTION B (2 payments)

OPTION C (monthly payments)

Financially Responsible Party Information (IF DIFFERENT FROM ABOVE)

Name _____ Email _____ Cell _____

Address _____

___ I plan to apply for financial assistance to support my participation in lessons during the 2019-2020 School Year.

___ I have completed and submitted a financial assistance request form to Mr. Cooley

PLEASE INITIAL AND SIGN BELOW:

___ I have read and I understand all expectations and policies concerning the Centennial Music Enrichment Program.

___ I understand that enrollment in the CMEP program is a commitment to take lessons from August through May.

Student Signature & Date

Parent/Guardian Signature & Date