



Policies & Procedures 2019-2020

Please sign and date at the end, and return this form to your teacher.

SUZUKI MUSIC REQUIREMENTS

- Student and parent attendance at a **weekly private lesson**. Private study day and time arranged is subject to instructor availability.
- Student and parent attendance at a weekly **group class**. Specific group assignments are determined by each student's individual development and advancement through the Suzuki literature. Parents are expected to observe group classes.
- Parent/caregiver participation in the **Suzuki Class for New Parents—Philosophy Overview** prior to beginning lessons and **Parent Education** offered throughout the year. Since the Suzuki method is a cooperative experience and the learning process is shared between the teacher, child and parent/caregiver, it is critical that the parent/caregiver understand the basics of the philosophy.
- Parent/caregiver attendance at the annual **Suzuki Parent Orientation** held at the beginning of the academic year. (9/7/19)
- Student participation in **solo recitals** as recommended by private teacher. (Please SAVE THE DATES!)

PRIVATE STUDY

Student and parent/caregiver attend weekly lessons that follow the school's semester schedule. Private study day/time is arranged and is subject to instructor availability.

GROUP CLASSES

Attendance at these weekly classes is **mandatory** for all Suzuki Music students and is considered an integral part of the Suzuki method, as students learn crucial listening and social skills by interacting in the group class environment. All groups/musicianship classes meet on Saturdays between 9:00am and 12:30pm. Specific group assignments are determined by each student's individual development and advancement through the Suzuki literature. Parents are expected to observe group/musicianship classes.

PARENT & OTHER CLASSES

Philosophy Overview for New Parents (9/7/19) Location TBA

All parents of new Suzuki Music students are required to attend this introductory class prior to beginning lessons or group classes. Since the Suzuki method is a cooperative experience and the learning process is shared between the teacher, child and parent/caregiver, it is critical that the parent/caregiver understand the basics of the philosophy.

Parent Education "CCC"

These Classes will be scheduled throughout the school year. The private lessons and group classes are scheduled specifically for the student. Be prepared for **Coffee, Cupcakes, & Conversation** because these classes will be focused on supporting the parent. The teachers will include more in depth information about the Method, demonstrations, more ideas to help in practice, time for discussion and always some time for Q&A.

TUITION

- Tuition for the SC Suzuki Music at Mercyhurst University includes Private Study and mandatory weekly Group Class.
- Materials—books, music and CDs—must be purchased separately. It is encouraged that materials be purchased in a timely manner.

Tuition (Yearly, Semester, and Monthly Payment plan *)

30-minute lesson + group class

45-minute lesson + group class

60-minute lesson + group class

**A 5% Siblings Discount on tuition applies to each child enrolled in Suzuki Music.*

**A 5% TUITION Discount and NO Deposit is available to those able to pay the FULL year's tuition.*

Tuition Breakdown: 32 wks/ school calendar year *Full calendar tuition payment discount, 5% off and NO deposit.*

30min + group \$38 per week

45min + group = \$49

60min + group = \$60

REGISTRATION & ENROLLMENT & DISCONTINUANCE

Registration is ongoing throughout the academic year. A \$50 nonrefundable deposit is required for each student for enrollment each year and is applied to charges on your balance. A registration fee of \$30 is charged to each student, \$10 for each additional student.

Enrollment for lessons and group classes is for the entire academic year (September to May) unless otherwise indicated in class descriptions.

Discontinuance elected by the student/family for any reason without penalty only occurs mid-year between fall and spring semesters and requires advance written notice to the Sullivan Conservatory Director, Rebecca Wunch (sullivanconservatory@mercyhurst.edu) Notice to the teacher is not sufficient. Suzuki Music at Mercyhurst may impose discontinuance upon any student in the event of excessive absence or late payments. Enrollment is for the entire school year unless otherwise indicated in class descriptions.

ATTENDANCE

Regular attendance is expected of all students. No private lesson will be made up except for:

- Teacher absence: Any lesson missed as a result of the teacher's absence will be made up at the end of the Semester during MakeUp Week.
- Emergency school closing: When inclement weather forces the cancellation of activities, all lessons/classes will be made up whenever possible.

MAKE-UP LESSONS & CLASSES

MAKE-UP LESSONS: Teachers will offer one alternative for make-up days before lessons are forfeited.

- All make-up lessons are arranged through the instructor.
- Two lessons missed by the student without prior notification may result in discontinuance without refund.

MAKE-UP CLASSES: Make-up classes will be offered only in the event of teacher cancellation or emergency school closing.

RETURNING STUDENTS

Returning students in private study have priority registration to better ensure preferred schedule and instructor availability. Information regarding priority registration is distributed each spring.

NEW PRIVATE STUDY STUDENTS

Prospective students should contact Ms Mary Moser (Violin) 814-824-9340 or Mr Kellen Degnan (Cello) 313-622-0157 to schedule an interview with the prospective teacher before beginning lessons (\$0 fee). In order to be scheduled for lessons, students must be registered.

BILLING & PAYMENT SCHEDULE

Private/group instruction enrollment is for the entire academic year (2 semester/ 32 weeks). Each student pays a registration fee (\$30) and a non-refundable deposit (\$50). The deposit is applied toward tuition. An additional student within the same family, also registering for Suzuki lessons pays a \$10 registration fee and \$50 non-refundable deposit. Families with multiple students registered in the Suzuki Music program are eligible for a 5% tuition discount.
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Unpaid tuition may result in the suspension of lessons/classes, and balances must be paid in full prior to registering for a new year or for additional lessons/classes. Questions regarding billing or current account information should be directed to the Sullivan Conservatory Director, Rebecca Wunch (814) 824-2575 or sullivanconservatory@mercyhurst.edu. On-line tuition payment is available on the Sullivan Conservatory Website: www.mercyhurst.edu/sullivan-conservatory.

* Calculations regarding tuition will be determined by and directed to the Sullivan Conservatory Director, Ms Rebecca Wunch.

Signature _____ Date _____

By signing this form, I agree to the Sullivan Conservatory, Suzuki Music at Mercyhurst Policies & Procedures.