

Guidelines and Policies

Tuition, Fees, Payment Options

Tuition for classes must be paid in full before the class begins; tuition may not be paid weekly. No lessons or classes may be attended prior to payment. Payment to "Deo Cantamus of Minnesota" may be made by cash or check.

Parental Involvement

For students age 13 and under we ask that a parent sit in on the class.

Behavior

It is expected that students will respect the authority of the instructor and treat other participants with courtesy. The instructor will communicate any disciplinary concerns with the parent or guardian. If behavior issues continue, we reserve the right to remove participants from a class without a refund.

Missed Classes

Student Cancellations – No credit or make-up lessons are offered when a class session is missed. Instructor Cancellations – In the unlikely event that an instructor is unable to attend a class session, students will receive as much advance notice as possible. The class session will be rescheduled.

Tardiness

Student Tardiness – Students who are late for a class will not receive their full lesson time. Students will not be refunded for the missed class. Instructor Tardiness – Regarding instructor tardiness for a private lesson, students are asked to wait through one third of the lesson time. Once that time has passed the student may leave with the expectation of a make-up class.

Emergency Closings/Weather Cancellations

The decision to cancel a class is based on many factors: safety conditions, the National Weather Service and state advisories, etc. Due to the large number of students that may be affected, make-ups cannot be guaranteed but may be offered at the teachers' discretion. All reasonable efforts will be made to contact students in the event of a class cancellation.

Communication

To aid in efficient and timely communication with all families participating in "Singing and Making Melody", we request that participants provide up-to-date contact information including:

- *Email*
- *Home Phone*
- *Cell Phone*
- *Work Phone*

Program Cancellation

We reserve the right to cancel classes with insufficient enrollment. In the event that a class is cancelled, students will receive a full refund.

Practice

Musical achievement requires effort over a period of time.

- *Practice in a quiet place*
- *Schedule a consistent, daily time for practice*
- *Sing often for family and friends*
- *Sing a variety of music*
- *Communicate regarding lesson experiences*
- *Make a commitment to music study*

Photography and Publicity

Occasional photos may be taken for use in brochures, advertising or other public relations materials. Photographs featuring registered students are considered eligible for publication unless the student or parent/guardian of a student under the age of 18 submits in writing a request for non-use.

Prior Lake Area Registration/Commitment Form
"Singing and Making Melody"

Name _____

Address _____

City _____ State ____ Zip _____

Phone _____

Email address _____

Age _____ Grade in Fall '11 _____

Parent/Guardian _____

Registration Fees enclosed...

- Pre-Registration Fee (Postmarked by February 1, 2012) \$125.00
(checks made payable to "Deo Cantamus of Minnesota")
- Regular Registration \$150.00
(checks made payable to "Deo Cantamus of Minnesota")
- Family discount (\$10.00 per singer) subtract \$ _____
- Total enclosed \$ _____

The need for a transportation fee (not to exceed \$15.00) will be determined based on travel distance for the instructor and enrollment size for the class. If there is a need, the amount required will be presented at the first class session.

I understand the policies and commitment involved, and I would like to participate in the Deo Cantamus "Singing and Making Melody" voice class program. I will work diligently to practice and learn so that I can contribute to the best of my abilities.

(Student signature)

I/We understand the policies and commitment involved, and I/we will support my/our child in the Deo Cantamus "Singing and Making Melody" voice class program. I have reviewed the schedule and I will make arrangements for them to be at all classes unless providentially hindered.

(Parent/Guardian signature)

Please return this form along with registration fee (checks made payable to "Allan Hawkins") to:

"Singing and Making Melody"
Attn: Allan Hawkins
10300 39th Avenue North
Plymouth, MN 55441

Pre-registration deadline: Postmarked by Wednesday, February 1, 2012