

Registration Policies

Portland Conservatory of Music

Registration takes place prior to the beginning of each semester:
Fall Semester registration takes place in **August/September**
Spring Semester registration takes place in **December/January**
Summer Term registration takes place in **May/June**

Students must register every semester. Early registration is encouraged due to high volume. To avoid registering each semester, a yearly option is available. See office for details.

Membership Fee

\$45 individual, \$80 family

This annual fee is processed during Fall registration and is due with the Fall payment. Members receive free admission to PCM concerts (except benefit concerts), and are given discounted rates to many PCM classes. No other registration fees are assessed during the year.

Lesson Fees

Lessons are charged on a per-lesson basis, payable at the beginning of the semester. Students registering mid-semester will pay a pro-rated fee from the date lessons begin. Students withdrawing from lessons can do so until the 4th lesson with no withdrawal fee. After the 4th lesson, a withdrawal fee of \$100.00 will be charged.

Class Fees

Classes are charged at a flat fee. Make-ups will not be available on an individual basis. Students joining late may be pro-rated at the discretion of the teacher. Students are responsible for the class fee even when they know they will miss a class.

Payment Policy

Payment in full is required a minimum of one week prior to the first lesson. A payment plan can be used to extend the payments over 4 months for a fee of \$25 fee per student to cover administrative costs. Each payment is scheduled to provide 4 lessons in advance.

Invoices are mailed on the 15th of the month and are due by the 29th (totaling 4 payments per semester for the full term). Late payments will result in untaught lessons and late fees. Teachers are not required or expected to teach lessons that have not been paid for.

Attendance Policy

Students are allowed one (1) excused absence per semester. Excused absences require 24 hours notification. If less than 24 hours notice is given, the lesson will be charged at the regular lesson rate. Additional absences are considered unexcused absences and will be charged at the regular lesson rate. Each semester includes one make-up week to be used for an excused absence or weather cancellation. Additional make-up lessons may be arranged between the student and the teacher.

Cancellation Policy

If the school closes due to inclement weather, announcements will be posted on all major local news outlets (WCSH, WGME, and WMTW) and on the PCM answering machine at 775-3356. Lessons, classes, and ensembles will not be charged but will be made up if possible. If your teacher cancels your lesson for any reason, the lesson will not be charged to you.

Extra Lessons

If there are lessons remaining on your account at the end of Fall Term, they will be rolled over into the Spring Term. If there are lessons remaining on your account at the end of the Spring Term, they will be rolled over into the Summer Term. **Any lessons remaining at the end of the Summer Term, will not be rolled over.**