



# Portland Conservatory of Music

## Registration Information

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**

When registering the Conservatory charges a fee of \$35.00 per student or \$45.00 per family per year. All fees and tuition must be paid by the first lesson. If deferred payment is necessary, it is available in three installments by **credit card only**. A \$25 (or \$20 if student registers in the fall for a full year) deferred payment fee will be added to all incremental payment plans. All deposits and registration fees are non-refundable.

### **Tuition Refund Policy**

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, however no refunds will be given after the 4th week of the semester.

\* There are no refunds for classes or ensembles.

\* The Conservatory reserves the right to cancel class if the enrollment is below an acceptable minimum. In that case full tuition and registration fees will be refunded.

### **Attendance Policy**

Students are allowed one (1) excused absence per semester. Excused absences require 6 hours notification. If less than 6 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. All lessons, classes, and workshops missed because of instructor absence or school closing will be made up.

### **Return Check Policy**

Portland Conservatory of Music charges a fee of \$25.00 on every returned check.

### **Cancellation Policy**

If the school closes due to inclement weather, announcements will be posted on WCSH, 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.**