



Convenient
private and group
lessons scheduled
after school right
here at ISM!

STRINGS
GUITAR **WOODWIND**
BRASS **PERCUSSION**
VOICE **PIANO**

REGISTRATION

Detach the form below and return it to the main office or scan
and send to gchavez@ism-sabis.net.
Lesson times will be scheduled in the order registrations are received.

Keep the rest of this paper for reference to The International Music Conservatory policies and procedures (listed on the back).

You will be contacted by your instructor with the time of your lesson.

FEES

- 30 minute - \$30
- 45 minute - \$45
- 60 minute - \$60
- 30 minute group vocal lessons - \$12 per student
- Your account will be billed monthly.
- Lesson books and instruments to be provided by the student.



♪ International Music Conservatory Registration Form ♪

Student Name _____ Grade _____

Instrument(s) _____ Years of experience _____

Please list all available times for each day that your child is available to take lessons. (ex: 3:30-4:00; 4:45-7:00...)

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

Parent/Guardian Name _____

Phone _____ E-mail _____ Does your child ride the school bus? _____

If your child is a continuing International Music Conservatory student, please list the name of his or her music teacher from the previous year _____.

I acknowledge receipt of the policies and procedures of The International Music Conservatory.

Parent/Guardian Signature _____ Date _____



POLICIES AND SCHEDULING

- Lessons are scheduled for the entire school year excluding Holidays, Finals and other school closures.
- If a student needs to discontinue lessons for any reason, the parent must notify the instructor and the Music Lesson Coordinator in writing at gchavez@ism-sabis.net. Cancellations must be received by the end of the current term or billing will continue another term. If a cancellation is made mid-term, lessons are still billed through the end of the current term.
- Performing Arts Events: If a lesson time conflicts with a performing arts event, including the two technical weeks before and during the All-School play and musical, students are to be excused from lessons. However, the student must coordinate a time to make up the lesson with their teacher within the current term. If a student does not schedule the make up lesson, they will be billed for the missed lesson. In the event a teacher is unable to accommodate a make up, the student will not be billed.
- If a student requests a change in lesson time once the times are scheduled, the teacher will do their best to accommodate any changes, whether permanent or temporary. If the change cannot be accommodated, the student will still be billed.
- Registrations will be accepted as space and lesson times permit.

ABSENCES

If the teacher is absent:

- The student is not billed for the lesson unless the teacher provides a make-up lesson.
- The teacher will call the parent and ISM and inform the Extended Day Coordinator of his/her absence.

If the student is absent:

- The student will be billed for the lesson except if student is attending a Performing Arts event, in which case the lesson will either be made up or will not be billed if the teacher cannot provide a make up.
- Please notify the instructor of your child's absences.
- Parents/Guardians will be notified of repeat absences and repeated tardiness.

QUESTIONS?

Contact Gail Chavez, Conservatory Coordinator at gchavez@ism-sabis.net



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