

PRIVATE LESSONS Private lessons will begin September 8, 2009 and continue until June 19, 2010, followed by an 8-week Summer Session. New students may enroll at any time and we will pro-rate tuition accordingly.

TUITION – Two Semesters (16 week)

Semester I	September – January	Semester II	February – June
30 minute lesson: \$29.00 per lesson	16 x 29.00 = 464.00 per semester		
45 minute lesson: \$41.50 per lesson	16 x 41.50 = 664.00 per semester		
60 minute lesson: \$54.00 per lesson	16 x 54.00 = 810.00 per semester		

10% Senior Citizens Discount for students 65 or older
10 % multi student discount after 1st program

NOTE: All prior tuition balances must be paid in full before registering for a new semester. Lessons may not begin without payment.

TUITION PAYMENT Thames Valley Music School offers three payment options:

Registration Fee of \$30.00 per family per year will be added to 1st installment.

Option #1: Students enrolling in private lessons may pay the registration fee and total semester tuition prior to beginning lessons. Payments may be mailed to: Thames Valley Music School – Connecticut College – Box 5294, 270 Mohegan Avenue, New London, CT 06320

Option #2: Students enrolling in private lessons may pay the registration fee and semester tuition in 2 installments.

Semester I	1 st Payment - 1 st day of classes	2 nd Payment - November 1
Semester 2	1 st Payment - 1 st day of classes	2 nd Payment - April 1

Option #3: Families with (2) or more students enrolling in private lessons or multiple lessons may pay the registration fee and semester tuition in 3 installments. Payments will be determined according to number of programs/students.

Semester I	1 st Payment - 1 st day of classes	2 nd Payment – October 15	3 rd Payment – December 15
Semester 2	1 st Payment - 1 st day of classes	2 nd Payment – March 15	3 rd Payment – May 15

DELINQUENT ACCOUNTS TVMS reserves the right to suspend or discontinue instruction of any student who is delinquent in fulfilling his/her financial obligations. The school will charge a \$25.00 late fee for tuition overdue by 15 days and will take appropriate action for the collection of any unpaid tuition.

PAYMENT Payments can be made to TVMS by Cash, Check, Money Order, VISA or MasterCard. Payment is due in full on or before your first lesson unless the student chooses to participate in a payment plan.

RETURNED CHECKS/DECLINED CREDIT CARDS Accounts will be charged a \$25 fee for any returned checks or declined credit cards.

ATTENDANCE/ABSENCES Regular attendance is expected. As a courtesy to the instructor, if a student must miss a private lesson, he or she must notify the school. Students taking private lessons are allowed one excused absence in the first semester and one excused absence in the second semester. A make-up lesson will be offered for an excused absence. After one excused absence per semester, all other absences will be "unexcused." Unexcused absences are not subject to make-ups, credits or refunds. Excused absences that have been paid for and cannot be made up by the close of the semester are credited to the student's account. Credits will remain on account for up to one year and are not subject to refund. The Music School reserves the right to discontinue a student with poor attendance at anytime. In case of prolonged illness or injury, the school should be notified.

CANCELLATION BY THE SCHOOL If an instructor must cancel a lesson; a make-up lesson will be scheduled at a time that is mutually convenient for both student and instructor. Lessons cancelled by the school or instructor, which cannot be made up by the close of the semester are credited to the student's account. Credits will remain on account for up to one year and are not subject to refund.

RELIGIOUS HOLIDAYS With at least one week's notice to the teacher and the office, one regularly scheduled individual lesson per semester that is missed due to a religious holiday will be rescheduled as a make-up or credited to the student's account.

TARDINESS Students who are late for a lesson cannot be guaranteed their full lesson time. Faculty will wait for a student for one third of the lesson time before starting another lesson or leaving. Missed lesson time due to faculty tardiness will be made up at a mutually convenient time.

WITHDRAWALS/REFUNDS Students are considered to be continuously enrolled September to June, ensuring that a time slot and instructor are reserved for them. In the event that a student elects to discontinue lessons before the end of the session, eight days written notice submitted to the Office is required. Notice to the instructor is not sufficient, nor is nonattendance. Any make up lessons that have not been taken prior to the withdrawal are forfeited and not refundable.

SCHOOL CLOSINGS/INCLEMENT WEATHER In case of inclement weather, please check Thames Valley Music Schools voice mail at (860) 439-2749 for cancellation messages. We will also post closings on NBC 30 (www.nbc30.com) and News Channel 8 (www.wtnh.com) or check our website www.thamesvalleymusicschool.org. Students will not receive personal notification from TVMS. In the event of a closing, the missed lesson will either be made up or a credit will be issued at the end of the semester.

MEDIA RELEASE Unless notified in writing by the Parent or Guardian that permission is not granted, permission is granted for TVMS to photograph, make audio or video footage of classes, lessons and/or activities without advance notice and to publish such photos, audio and video footage royalty-free in its print, audio and electronic promotions, including its website.

FINANCIAL AID The mission of Thames Valley Music School is to provide quality education in music, and to make instruction accessible to peoples of all ages, backgrounds, economic means and levels of ability. Charitable contributions allow TVMS to offer limited financial aid to those who demonstrate a need. The amount of aid awarded is based on household income, family size, financial obligations, and is limited by the availability of TVMS resources. To apply for financial aid, a Financial Aid form must be submitted with documentation of income and a registration form. Applications are kept confidential and must be updated yearly. Continued aid is dependent upon attendance and teacher/director evaluation. TVMS reserves the right to discontinue any financial aid award because of frequent absence or tardiness.