





**Group Classroom Instruction:** offered on Monday evenings from 5:30pm - 8:30pm

- Weekly 1-hour music skills classes.
- Designed for students 11 years old and up.
- Sight-reading and dictation, performance, piano, guitar, violin, voice, music theory, theory for young students, chamber music, piano accompanying, music history, jazz ensemble.

**Three-Part Group Classroom Program - 29 weeks**

- Three weekly 1-hour music skills classes on Monday evenings (see Group Classroom Instruction above).

**Adult Evening Music Skills Program - 29 weeks - not available at this time**

- Weekly 2-hour Class - including class piano, theory, and sightreading.

**Full Adult or Youth Program**

- Weekly 45-minute private instrumental lesson.
- Three music skills group classes, held on Monday evenings (see Group Classroom Instruction above).

**Four Year Pre-College Certificate Program**

- Weekly 45-minute private instrumental lesson.
- Three music skills group classes, held on Monday evenings (see Group Classroom Instruction above).
- Over a four-year (or longer) course of time, student completes curriculum of music theory, sightreading and dictation, performance or diction class, piano class, and music history.
  - Specific curriculum depends on whether student is in vocal, instrumental, or piano area.
- Designed to prepare serious students for entry into college-level music programs.

## Tuition and Fees

- Full Adult or Youth Program, including the Four-Year Pre-College Certificate Program:
    - **Tuition: \$3,000**
    - Weekly private lessons plus three group classes
  - Three-Part Group Classroom Program:
    - **Tuition: \$1,500**
    - Three 1-hour group classes weekly
  - Adult Evening Music Skills Program - not available at present
    - **Tuition \$1,200**
    - Weekly 2-hour group class
  - Private Lessons (no group classroom instruction):
    - **Tuition: \$1,800**
    - 33 weeks of private instrumental, piano, or vocal lessons
    - Private lesson tuition will be pro-rated based on the number of lessons remaining in the school year for students who begin studies after school year begins
  - Group Classroom Instruction (single class):
    - **Tuition: \$600**
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- Fees:
    - All students must pay an **annual non-refundable registration fee of \$35**.
    - Students choosing an optional payment plan (see below) are required to pay a **\$10 fee per payment**. Families with multiple students pay one \$10 fee per payment due date (not per student).
      - Delinquent account service charge: There is a **\$50 charge for late payments** in the optional payment plans.

## Registration

### Steps to completing registration:

1. Meet with director(s) to discuss course of study, agreement and policies.
2. Turn in \$35 registration fee for each student.
3. Turn in completed *Information and Agreement* form with signatures, tuition payment, and if on an optional Payment Plan, the first payment with credit or debit card information.

## Methods of Payment

Students must pay their tuition and fees in full at the time of registration unless an optional payment plan is chosen. The school accepts cash, checks, MasterCard, VISA and Discover credit cards and debit cards as valid forms of payment. Checks should be made payable to the El Paso Conservatory of Music.

Students are responsible for paying with a negotiable check, cash, or a valid credit or debit card. The school reserves the right to refuse personal checks from students who have previously paid with non-negotiable items.

Students must pay any outstanding balances prior to registering for new sessions.

## Optional Payment Plan

A valid credit or debit card number is kept on file for any student choosing an optional payment plan. The credit or debit card will be automatically charged on the due dates below. Students may bring cash or check to pay an installment before the due date in lieu of having their credit or debit card charged.

### Four Payment Plan: Tuition due in four installments

1.  $\frac{1}{4}$  tuition, \$35 application fee and \$10 processing fee due at the time of fall registration (cash, check or credit or debit card). The first payment is due by August 15 if student has pre-registered.
2.  $\frac{1}{4}$  tuition and \$10 processing fee will be drawn automatically from a valid credit or debit card number furnished at the original registration on 1<sup>st</sup> Friday in November.
3.  $\frac{1}{4}$  tuition and \$10 processing fee will be drawn automatically from a valid credit or debit card number furnished at the original registration on 1<sup>st</sup> Friday in January.
4.  $\frac{1}{4}$  tuition and \$10 processing fee will be drawn automatically from a valid credit or debit card number furnished at the original registration on 1<sup>st</sup> Friday in March.

### Two Payment Plan: Tuition due in two installments

1.  $\frac{1}{2}$  tuition, \$35 application fee and \$10 processing fee due at the time of registration (cash, check or credit or debit card). The first payment is due by August 15 if student has pre-registered.
  2.  $\frac{1}{2}$  tuition and \$10 processing fee will be drawn automatically from a valid credit or debit card number furnished at the original registration on 1<sup>st</sup> Friday in November.
- EPCoM can work out a two- or three-payment plan with students who enroll after the school year begins.
  - Families with multiple students pay one \$10 fee per payment due date, not per student.

## Course Withdrawals and Refunds

The student must present the withdrawal request in writing to an EPCoM Director, who will determine the refund based on the date the request for withdrawal is received.

- After the first scheduled class meeting, 75% of total course tuition refunded
- After the second scheduled class meeting, 50% of total course tuition refunded
- After the third scheduled class meeting, 25% of total course tuition refunded
- After the fourth scheduled class meeting, no refund of course tuition

If the student has paid tuition in full, EPCoM will issue a check for the amount of the refund. If the student has chosen a payment plan, EPCoM will continue to charge the student for tuition as scheduled until the account has been paid in full minus the refund amount.

# El Paso Conservatory of Music

## 2023-2024 Registration Form and Agreement

Student name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Legal guardians \_\_\_\_\_ Relationship to student \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Student cell \_\_\_\_\_

Parent email \_\_\_\_\_ Student email \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

**Program:** \_\_\_\_\_ Four Year Certificate Program Year: 1 2 3 4 \_\_\_\_\_ 3 Part Group Classroom

**Private Lessons:** Voice \_\_\_\_\_ Instrument \_\_\_\_\_ Teacher \_\_\_\_\_

**Number of lessons:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Group Classes:** Sightreading/Dictation \_\_\_\_\_ 1 2 3 4/Orchestration Theory \_\_\_\_\_ 1 2 3 4/Composition

Performance \_\_\_\_\_ Piano \_\_\_\_\_ 1 2 Music History \_\_\_\_\_ Jazz Ensemble \_\_\_\_\_ Other \_\_\_\_\_

**Preferred Lesson Time** \_\_\_\_\_ **Approved Lesson Time** \_\_\_\_\_

	Totals	Pre-Reg	Pmt #1	#2	#3	#4
<b>Total Tuition</b>	_____	_____	_____	_____	_____	_____
<b>Application Fee: \$35 annual</b>	_____	_____	_____	_____	_____	_____
<b>Processing Fee: \$10 per payment</b>	_____	_____	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____	_____	_____

### SCHEDULE OF PAYMENT

Paying in full at registration \_\_\_\_\_ Four Payment Plan \_\_\_\_\_ Two Payment Plan \_\_\_\_\_

(Note: students who do not pay in full at registration must also provide credit or debit card information below)

**Payment method:** Cash \_\_\_\_\_ Check \_\_\_\_\_ **Amount paid at registration \$** \_\_\_\_\_ **Date** \_\_\_\_\_ **Balance** \_\_\_\_\_

(Make all checks payable to: El Paso Conservatory of Music, 801 N. Mesa, El Paso, Texas 79902)

**Charge my:** VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ **Charge now \$** \_\_\_\_\_ **Date** \_\_\_\_\_ **Balance** \_\_\_\_\_

*I, the undersigned, have read the El Paso Conservatory of Music Information and Agreement 2023-2024 and agree to its terms of study and payment*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal guardian signature or co-signer \_\_\_\_\_ Date \_\_\_\_\_

### CREDIT OR DEBIT CARD INFORMATION

Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Verification Code (on back of card) \_\_\_\_\_ Name as it appears on card \_\_\_\_\_

**Please send filled out Letter of Agreement to email: [admin@elpasoconservatory.org](mailto:admin@elpasoconservatory.org) or mail to 801 N. Mesa, EP, TX 79902**