

# El Paso Conservatory of Music

J. Prentice Loftin, Director

Yvonne Marmolejo, Director

## Information and Agreement Summer 2024

### Statement of Purpose

The El Paso Conservatory of Music, is dedicated to fostering musical excellence by providing a nurturing environment in which students of all ages and levels may benefit from the expertise of outstanding faculty members. Individual private instruction is the cornerstone of all music training at EPCoM.

Students of all levels are accepted for individual lessons. Students must be at least four to begin private instruction in piano or violin and twelve for voice lessons. Each session of study includes weekly lessons or classes. Individual private instruction may begin at any time during the year provided space is available in the teacher's schedule.

### Mission

The mission of EPCoM is to improve the highest quality of musical performance and preparation of youth and adults by offering comprehensive professional musical training to the greater southwest region of West Texas, Southern New Mexico and Northern Mexico.

### Objectives

The **Four Year College Bound Certificate Program** (a Pre-College Preparatory Program) offers gifted youth the opportunity to realize their highest potential as leaders of the next generation of performing and teaching artists. Participants in the Certificate Program complete a series of private lessons and music skills classes that prepare them for the rigors of college music programs.

The **EPCoM Adult and Youth Programs** provide professional musical education and training to all persons of the community who desire it. This dual mission is based upon the notion that every individual has the capability for artistic expression.

### High-Quality Instruction

Aimed at adults and youth that are serious about music, EPCoM features not only private individual instruction but also classroom teaching to develop musical skills and knowledge. All individual private lessons and group classes are taught by experienced artist-teacher faculty. All teachers have professional performing and teaching experience.

### Flexible Schedules

EPCoM's private lessons meet on weekdays and Saturdays. Other times may become available.

### Class Instruction

The class instructor will approve student entry level into each class. Some classes will require an audition or a pre-requisite class.

### Privileges with Summer Individual Private Lessons

#### Student Recitals

All students are encouraged to perform in recitals. The Conservatory will offer recitals in July, based on enrollment.

#### Studio Recitals

Individual teachers may arrange for students to meet and perform for each other in an informal learning environment. Depending on the student's needs, studio recitals can be used as preparation for regular student recitals.

#### Free Admission to Concerts

Registered EPCoM students are admitted free to outstanding concerts at the Conservatory by faculty members and guest artists.

#### Honors Recital

Teachers may recommend selected students to audition for the annual honors recital. Certificates of Achievement are awarded at this special event.

#### College Bound Certificate Program

Upon the recommendation of the director or teacher, high school (possibly middle school) students may be selected to participate in the Pre-College Preparatory Program of study.

## Policies

- Lessons missed by the teacher will be made up at a mutually convenient time during the session or during makeup days following the session. EPCoM may supply a substitute or replace a teacher for regularly scheduled lessons.
- **Scheduled Lessons missed by the student for any reason will not be made up.** Students should inform teachers of their vacation plans at the beginning of the summer session to set schedule.
- Parents may observe lessons with the consent of teacher.
- Students must supply their own instruments. Private piano students are expected to have access to an acoustic piano. EPCoM faculty members are happy to refer students to local music stores for instrument purchase or rental.

## Dates to remember

- April 24: Open registration begins for summer session
- June 10: First day of summer session
- July 4: Conservatory closed for Independence Day
- August 31: Last day of summer session

## About the Facilities and Location

The El Paso Conservatory is located at Trinity Hall, 3rd Floor, 801 N. Mesa (corner of downtown I-10 access road Yandell and Mesa). The wooden floors and high ceilings provide the perfect setting of beauty and acoustics. Centrally located, the Conservatory is only seconds away from I-10. Lessons may also be taught online.

## Tuition and Fees

- Private Lessons Only – Piano, Voice, Violin, Viola, Cello, Percussion & Drums
  - Weekly Instruction
  - 1-45 minute private lesson
  - Tuition: \$400
- All private instruction is designed for 8 weeks of instruction
- Nonrefundable summer registration fee of \$20
- Private lesson tuition will be pro-rated by lesson for students who begin studies after summer session begins

## Course Withdrawals, 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 fee refunded
- After the second scheduled class meeting, 50% of total course fee refunded
- After the third scheduled class meeting, 25% of total course fee refunded
- After the fourth scheduled class meeting, no refund

## Summer Registration

Steps to completing summer registration:

1. Turn in \$20 registration fee for each student
2. Meet with director(s) to discuss course of study, agreement and policies
3. Turn in completed *Registration Form and Agreement* with signatures and tuition payment

## Methods of Payment

Students must pay their tuition and fees in full at the time of registration. The school accepts cash, checks, MasterCard, Visa and Debit Cards as valid forms of payment.

Students are responsible for paying with a negotiable check or valid credit 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.

# El Paso Conservatory of Music Summer 2024 Registration Form and Agreement

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

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

Parent names (please print) \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_ Student Cell \_\_\_\_\_

Parent E-mail \_\_\_\_\_ Student E-mail \_\_\_\_\_

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

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

Number of lessons – 8 Tuition – Private lessons (8) \$400 Workshops - \$ \_\_\_\_\_

Private lessons - Preferred Lesson time: \_\_\_\_\_ Assigned Lesson time: \_\_\_\_\_

Workshops \_\_\_\_\_ Date/Time \_\_\_\_\_

**Total Tuition:** \_\_\_\_\_

**Registration Fee: \$20 summer** \_\_\_\_\_

(EPCoM students who paid the registration fee for the 2024-2025 school year do not need to pay the summer registration fee)

**TOTAL DUE:** \_\_\_\_\_

### METHOD OF PAYMENT

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

Make checks to El Paso Conservatory of Music, 801 N. Mesa EP, 79902

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

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

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

Adult or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### CREDIT CARD INFORMATION

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

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

Address (if different from above) \_\_\_\_\_

# El Paso Conservatory of Music

J. Prentice Loftin, Director Yvonne Marmolejo, Director

## Pre-Registration for 2024-2025 School Year

Student name: \_\_\_\_\_

Pre-registration date: \_\_\_\_\_ Time: \_\_\_\_\_

Instrument \_\_\_\_\_ Teacher: \_\_\_\_\_

Current lesson day/time: \_\_\_\_\_

Lesson location: \_\_\_\_\_ Downtown

Lesson times will be assigned based on teacher availability and student preferences. If your teacher is not available to teach at the same time during the 2024-2025 school year, we will assign you a lesson time based on the preferences below and the order in which students pre-registered.

\_\_\_\_\_ If possible, I would like to keep my current lesson day and time. I have listed alternate lesson time preferences below.

\_\_\_\_\_ Assign my lesson time based on my preferences below.

Preferred lesson days, times:

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Amount due at pre-registration along with signed letter of agreement:

\$100 deposit, will be applied to 2024-2025 tuition  
\$35 annual registration fee

\_\_\_ I wish to pay the \$100 and \$35 pre-registration now and understand that the 1<sup>st</sup> tuition payment (per agreement) will be paid August 15, 2024.

\_\_\_ I wish to pay the \$100 and \$35 pre-registration now and understand that the full tuition balance (per agreement) will be paid August 15, 2024.

\_\_\_ I wish to pay the full tuition payment (per agreement) now.

\_\_\_\_\_  
Legal Signature

# El Paso Conservatory of Music

J. Prentice Loftin, Director

Yvonne Marmolejo, Director

## Information and Agreement 2024-2025 for Pre-Registered Students

### Statement of Purpose

The El Paso Conservatory of Music, LLC (EPCoM) is dedicated to fostering musical excellence by providing a nurturing environment in which students of all ages and levels may benefit from the expertise of outstanding faculty members. Individual private instruction is the cornerstone of all music training at EPCoM.

Students of all levels are accepted for individual lessons. Students must be at least four to begin private instruction in piano or violin, five for drums, and ten for voice lessons. Each session of study includes weekly lessons or classes. Individual private instruction may begin at any time during the year provided space is available in the teacher's schedule.

### Mission

The mission of EPCoM is to improve the highest quality of musical performance and preparation of youth and adults by offering comprehensive professional musical training to the greater southwest region of West Texas, Southern New Mexico and Northern Mexico.

The **Four-Year Pre-College Certificate Program** offers gifted youth the opportunity to realize their highest potential as leaders of the next generation of performing and teaching artists. Participants in the Certificate Program complete a series of private lessons and music skills classes that prepare them for the rigors of college music programs.

The EPCoM **Adult and Youth Programs** provide professional musical education and training to all persons of the community who desire it. This dual mission is based upon the notion that every individual has the capability for artistic expression

### High-Quality Instruction

Aimed at adults and youth that are serious about music, EPCoM features not only private individual instruction but also classroom teaching to develop musical skills and knowledge. All individual private lessons and group classes are taught by experienced artist-teacher faculty. All teachers have professional performing and teaching experience.

### Flexible Schedules

EPCoM's private lessons meet on weekday late afternoons and Saturdays. Other times may be available on inquiry. Most group classroom instruction, including sight-reading, theory, performance, and piano classes are taught on Saturdays from 9 AM to 1 PM.

### Qualifications for Class Instruction

The class instructor or an EPCoM director will approve student entry level into each class. Some classes will require an audition or a pre-requisite class.

### Privileges with Individual Private Lessons

#### Student Recitals

All students enrolled in private lessons are encouraged to perform in recitals. The Conservatory offers a monthly recital, usually on the third Saturday of the month, on which students can perform. Adult students may perform in adult-only recitals. Faculty members may also schedule recitals and repertoire performance sessions.

#### Studio Recitals

Individual teachers may arrange for students to meet and perform for each other in an informal learning environment. Depending on the student's needs, studio recitals can be used as preparation for regular student recitals.

### **Free Admission to Concerts**

EPCoM students are admitted free to outstanding concerts at the Conservatory by faculty members and guest artists during the time in which the student is registered at the Conservatory.

### **Honors Recital**

Teachers may recommend selected students to audition for the annual honors recital. Certificates of Achievement are awarded at this special event.

### **Pre-College Certificate Program**

Upon the recommendation of the director or teacher, high school (possibly middle school) students may be selected to participate in the Pre-College Certificate Program of study.

### **Performance Juries**

At the end of each school year, all students have an opportunity to perform before a panel of faculty members and receive a written evaluation of their performance.

## **Dates to Remember**

June 15: Last day of Pre-registration

June 16: First day of Regular Registration for 24-25 School Year

September 2: Private lessons and classes begin

October 7-12: Fall Break (EPCoM follows EPISD Fall Break and Spring Break)

November 28-30: Thanksgiving vacation - No Saturday music skills classes or private lessons

December 16-January 4: Winter vacation

January 6: Private lessons and classes begin again

March 10-17: Spring Break

May 31: Last day of regular school year - juries and year-end recitals held

## **About the Facilities and Location**

**The El Paso Conservatory is located at Trinity Hall, 3rd Floor, 801 N. Mesa (corner of downtown I-10 access road Yandell and Mesa). The wooden floors and high ceilings provide the perfect setting of beauty and acoustics. Centrally located, the Conservatory is only seconds away from I-10. Lessons may also be taught online.**

## **Policies**

- Lessons missed by the teacher will be made up at a mutually convenient time during the session or during makeup days following the session. EPCoM may supply a substitute or replace a teacher for regularly scheduled lesson.
- **Private lessons or group classes missed for any reason by the student will not be made up.**
- Parents may observe lessons with the consent of teacher.
- Students must supply their own instruments. Private piano students are expected to have access to an acoustic piano. EPCoM faculty members are happy to refer students to local music stores for instrument purchase or rental.

## **Curriculum**

**Private Lessons:** offered around student and teacher schedule.

- Weekly 45-minute lesson.
- Regular school year includes 33 weekly lessons. Students may enroll for private lessons at any point in the school year and tuition will be prorated.
- One-on-one instrumental or vocal instruction.
- Piano, voice, violin, viola, cello, double bass, guitar, saxophone, clarinet, flute, oboe, recorder, electric bass guitar, percussion, and drums.
- Student must practice seriously and participate in EPCoM recitals and May evaluation jury.

**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, EPCoM String Quartet, chamber music, piano accompanying, music history, jazz ensemble.

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

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

**Four Year Pre-College Certificate Program**

- Weekly 45-minute private instrumental lesson.
- Three music skills group classes, held on Saturdays (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**
    - 34 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

## 2024-2025 Registration Form and Agreement for Preregistered Students

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 2024-2025 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**