

Private Lesson Registration Instructions

1. Read the *CCSA Policies and Procedures* and sign the *Policy Agreement Form*
2. Read the information found on the *Lesson Fee* form. Please note days and times for group classes and orchestra rehearsals. These may change.
3. Fill out the *Registration Form*.
 - a. Please note if you are renting an instrument and put the number from the case on the form.
 - b. Indicate which group class(s) that you would like to take: Parent class, violin class, fiddle, etc.
 - c. Indicate best day/times for lessons. **Lesson times are determined on a first come, first served basis.**
4. If you would like to apply for financial aid, please fill out the *Financial Aid* form and give the *Student Evaluation for Financial Aid* form to your private instructor. Financial Aid forms are due by **August 9, 2019** to be considered for the fall term.
5. Return the following materials to your private instructor or mail them to the address on the Registration Form:
 - a. Signed *Policy Agreement Form*
 - b. Completed *Registration Form*
 - c. Financial Aid application (if applicable)
 - d. A check for \$110 (There is an early registration discount of \$25 if received by June 15th)
6. Your private instructor will contact you prior to the start of lessons to confirm a lesson day/time.
7. **You will receive an invoice by the last week of August. Invoices are due upon receipt and will be considered past due after the term begins. IF YOU REQUIRE A PAYMENT PLAN, PLEASE CONTACT THE CCSA OFFICE.**

Individual Violin, Viola, Cello, and Piano Lesson Fees

(Based on a 16 week term)

30 minutes	\$440/term	recommended for students in book 1
45 minutes	\$660/term	recommended length for students in book 2 -early book 4
60 minutes	\$880/term	recommended length for students in late book 4 and above

Chamber Music Fees

Chamber Music fees are based on the hourly fee and divided by the number of students (*i.e.* a string quartet would divide the hourly rate by four and duet by two)

Instrument Rental Fees

Violin	\$156/year	\$52/term
Viola	\$156/year	\$52/term
Cello	\$196/year	\$65/term

Membership Fee*

\$110 per family. There is a \$25 discount if received before June 15th. **The Membership Fee is non- refundable.**

***THE MEMBERSHIP FEE INCLUDES THE FOLLOWING:** Priority lesson scheduling, recitals, access to low-cost instrument rental, workshops, parent classes, rehearsals with our accompanist for CCSA events, music printing, additional supplies, and reduced KYSO and KYSO Prep Orchestra fees.

Supplies

Beginners Packet – Violin/Viola**	\$26.00
(Includes Suzuki Method Book 1, CD, rosin, sponge shoulder rest, canvas bag)	
Beginners Packet - Cello**	\$30.00
(Includes Suzuki Method Book 1, CD, rosin, rock stop, canvas bag)	
Beginners Packet – Piano**	\$30.00
(Includes Suzuki Method Book1, 3 note reading books, CD and canvas bag)	

**Beginning students will automatically be charged for a Beginner’s Packet for their respective instrument unless they notify their private instructor.

Ensemble and Suzuki Group Classes

Suzuki group classes are intended as a complement to private instruction- not as a substitute for regular weekly private lessons. Students who wish to enroll in Suzuki group classes must also be taking private lessons. Students who wish to enroll in Adult Classes, or KYSO may do so without registering for private lessons.

	Day/Time	CCSA Member	Non-Member
ORCHESTRAS			
KYSO Prep Strings	Thurs.5:30-6:30	\$100	\$200
KYSO Strings*	Mon. 6:00-8:00	\$200	\$300
KYSO Non-Strings	Mon. 6:00-8:00 (Jan.-Apr.)	\$100	\$150
GROUP CLASSES			
“Pre-Twinkle Class”	TBD	FREE	N/A
Piano Group Class	TBD	FREE	N/A
Violin Book 1-2	TBD	FREE	\$200
Cello/Viola – Group A	TBD	FREE	\$200
PARENT CLASSES			
Parent Violin Class	TBD	FREE	N/A

All Ensembles and Group Classes will meet at Trinity Episcopal Church.

*KYSO Strings will meet from September through April; students will be billed for the entire season in the Fall.

String players under the age of 16 not enrolled in CCSA lessons may join a CCSA orchestra under the following conditions:

1. They must be enrolled in private lessons with a qualified instructor and provide a letter of recommendation from that instructor.
2. They must pass an audition. *String players 16 and older need to pass an audition only.*

COPPER COUNTRY SUZUKI ASSOCIATION REGISTRATION FORM

2019-2020

Parent/Guardian Name: <i>or</i> Adult student's name:		
Telephone (H):	(W):	E-mail address:
Other Parent/Guardian Name:		
Telephone (H):	(W):	E-mail address:
Billing address:		
Other address:		
Do you wish to receive your CCSA bills via email? Yes No		
Email address for billing:		

Student's name:		Age:	Grade:
Instrument:	Current repertoire:		
Desired lesson length:	Do you rent an instrument from CCSA? Yes No	Instrument inventory number from case:	
Orchestra (circle one) KYSO KYSO PREP	Group Class:		
T-shirt size (circle one) Child S M L	Adult S M L XL		

Student's name:		Age:	Grade:
Instrument:	Current repertoire:		
Desired lesson length:	Do you rent an instrument from CCSA? Yes No	Instrument inventory number from case:	
Orchestra (circle one) KYSO KYSO PREP	Group Class:		
T-shirt size (circle one) Child S M L	Adult S M L XL		

Student's name:		Age:	Grade:
Instrument:	Current repertoire:		
Desired lesson length:	Do you rent an instrument from CCSA? Yes No	Instrument inventory number from case:	
Orchestra (circle one) KYSO KYSO PREP	Group Class:		
T-shirt size (circle one) Child S M L	Adult S M L XL		

Please indicate the best times for lessons: _____

The Copper Country Suzuki Association depends on volunteers for many of our activities including serving as board members, coordinating refreshments for our concerts, or organizing or helping with a fundraiser. Please check here if you would be willing to help: _____

I have read the Copper Country Suzuki Association "Policies and Procedures" and agree to abide by these policies.

Parent/Guardian/Adult student's signature: _____ Date: _____

In signing this form you agree to allow your child's name and image to be used in any CCSA promotional materials. If you do not wish to have your child's photo and/or name used please check the following:

____ I do not want my child's photo used in CCSA promotional materials

____ I do not want my child's name used in CCSA promotional materials

Please return this form along with a check for \$85 before June 1st or \$110 after June 15th to:

Copper Country Suzuki
PO Box 161
Houghton, MI 49931

CCSA POLICY AGREEMENT FORM

Please read the following CCSA policies and indicate your agreement by initialing in the place indicated and signing the bottom of this form. For a complete list of CCSA Policies and Procedures, please see the document that you received with your registration packet. You can also find them on the CCSA website at www.coppercountrysuzuki.org. **Students may not begin lessons until this form is initialed and signed by the Parent/Guardian/Adult Student and returned to the private instructor.**

_____ MISSED LESSONS

Lessons that are canceled by the instructor will be made up or credited. **LESSONS MISSED BY THE STUDENT WILL NOT BE MADE UP OR CREDITED.** It is the responsibility of the student to notify the instructor if they are going to miss a lesson. Students have the option to change lesson times with another student. Coordination of lesson changes is the responsibility of the student, not the instructor.

_____ INCLEMENT WEATHER

Lessons *may* be canceled due to poor weather conditions. Your private instructor will contact you in the event that lessons are to be canceled. Your instructors may make up these lessons as time allows during the school year. **There will be no refunds for canceled lessons.**

_____ BILLING

A **non-refundable** membership fee of \$85 before June 15th and \$110 after June 15th is required along with a completed registration form. Tuition payment is due before the start of the term. If you anticipate difficulties making these payments, it is the responsibility of the student's parent (or the student) to contact the CCSA Director and work out a payment plan. You may not make adjustments to your bill without consulting the CCSA Director.

_____ PARENT ATTENDANCE AT LESSONS

We are required to have at least 2 adults in the building when working with an unrelated child under the age of 18. We encourage parents to attend their children's lessons. If you cannot be there for a lesson, you are requested to designate a non-CCSA instructor to also to be in the building while your child is there.

_____ REHEARSALS WITH ACCOMPANIST

Students are expected to attend at least 2 rehearsals with the CCSA piano accompanist before performing on a recital. Students who don't adequately rehearse with the pianist may not be allowed to play on the recital.

_____ PAYMENT PLANS

If you are unable to make full payment by the due date, you may request to be put on a payment plan. Payment plans must be arranged with the CCSA Executive Director.

_____ LATE PAYMENTS

In the event that payment is not received end of the first week of each term, the rental instruments must be returned and the student will not be able continue lessons until the bill is paid.

_____ CANCELLING LESSONS BEFORE THE END OF A TERM

There will be no refunds for students quitting lessons once the term has begun.

I have read the Copper Country Suzuki Association "Policies and Procedures" and agree to abide by these policies.

Parent/Guardian/Adult Student Signature: _____ Date: _____