

Registration Details

- **Group Classes and Ensembles:** Classes are filled on a first come, first served basis. Late registration for select group classes may be available through the end of the second week of each term. Certain classes have an 'open enrollment' policy allowing new enrollment throughout the term, please check class descriptions for details. Music Together classes follow a separate term schedule from other classes, see the Academic Calendar for details.
- **Individual Lessons & Suzuki Instruction:** New students may register for individual lessons or Suzuki instruction at any time throughout the year regardless of term start and end dates. Returning students are expected to register for the full term of lessons unless given specific permission from their teacher.
- **Camps, Workshops, and Other Special Events:** Programs that fall outside of the standard 'Group Class', 'Ensemble', or 'Individual Lesson' designation, including but not limited to summer camps, special events, professional development programs, and other non-credit programming offered by the college outside of Sherwood, may operate outside of the standard policies listed below. Please refer to the program descriptions on our website for specific registration policies pertaining to those particular activities.

Payment Policy

- A student is not considered registered until a payment is made.
- Students will not be allowed to attend a class or lesson until a payment is made.
- Payment for all tuition and fees is payable in full prior to the first class or lesson.
- Students unable to pay in full may opt for the standard installment plan outlined below.
- Payment may be made by credit card online, by phone, or in person. Payment made by cash, check or money order may be made in person only.

Installment Plan

As an alternative to payment in full before the start of the term, students also have the option to pay for instruction via the installment plan.

- The installment plan is available for students registering for individual lessons, Suzuki instruction, 16 week classes & ensembles, and Music Together classes (fall & spring terms only). The installment plan is not available for 8 week classes.
- Certain specialty programs, including summer programs, may follow a different installment plan, see class descriptions for details.
- The installment plan breaks payment up into 4 monthly installments per term as outlined below.
- Remaining balances may be paid off in full at any time.
- There is no fee to pay via the installment plan. However, any outstanding balances more than 7 days past due will be charged an interest rate of 1.5% per month, (18% APR) .
- To participate in the installment plan, we require that a credit or debit card be kept on file, even if you plan on paying by cash or check. If a payment is not made by the payment due date, we will automatically charge the amount due to your card on the due date. Any exceptions must be approved by the Operations Manager.

Fall Term Installment Plan Schedule		
Installment	Due Date	Payment Due
1 st installment	By first day of class	25% tuition + all fees
2 nd installment	October 5, 2016	25% tuition
3 rd installment	November 5, 2016	25% tuition
4 th installment	December 5, 2016	25% tuition or remaining balance

Spring Term Installment Plan Schedule		
Installment	Due Date	Payment Due
1 st installment	By first day of class	25% tuition + all fees
2 nd installment	February 6, 2017	25% tuition
3 rd installment	March 6, 2017	25% tuition
4 th installment	April 5, 2017	25% tuition or remaining balance

Summer Term Installment Plan Schedule		
Installment	Due Date	Payment Due
1 st installment	By first day of class	25% tuition + all fees
2 nd installment	June 5, 2017	25% tuition
3 rd installment	July 5, 2017	25% tuition
4 th installment	August 5, 2017	25% tuition or remaining balance

Fees

Materials Fee: Some courses require an additional materials fee. The materials fee covers direct costs of any materials students bring home with them and may include instructional books, instruments, recordings, art materials, etc. See the course descriptions for more information. The materials fee is non-refundable unless we have had to cancel a course, in which case a full refund for materials will be offered only if the materials can be returned in new condition.

Returned Check Fee: A \$50 fee will be charged for any returned checks.

Withdrawal Fee: A \$25 fee per class will be charged for all withdrawals from classes or lessons.

Finance Charge: A finance charge of 1.5% per month (18% APR) will be assessed to all unpaid balances more than 7 days past the due date indicated on the payment plan schedule. Interest will continue to accrue until the outstanding balance is paid in full.

Discounts

Various promotional discounts may be offered throughout the year. The following are standing discounts that always apply:

Senior Discount: Any student over the age of 55 may receive a 10% discount.

Family Discount: Any immediate family member of a student (parent, child, sibling) may receive a \$20 discount. The discount will apply to the second and all consecutive family member's registrations.

Additional course-specific discounts or promotions may apply, please see course descriptions and fees for details.

Make-Up Classes and Cancellations

Excused Absence for Individual & Suzuki Lessons: Students must give a minimum 24-hour advance notice to the instructor for a lesson to be considered excused. One excused absence is allowed per term. Instructors are obligated to provide a make-up lesson at a mutually agreed upon day and time for excused absences. If a make-up lesson is impossible to schedule, a credit for the one missed lesson will be applied to the student's account.

Unexcused Absence for Individual & Suzuki Lessons: Unexcused absences are absences for which a student has not given 24-hour notice, or for any additional absences beyond the one excused absence provided per term. Instructors are not obligated to provide make-up lessons for unexcused absences, and lessons missed due to unexcused absences are non-refundable. If a student accrues 3 consecutive unexcused absences, the student is considered dropped and will be un-enrolled from lessons. Paid tuition for dropped students due to excessive unexcused absence is non-refundable.

Make-Up Session for Group Classes or Ensembles:

Make-up sessions for group classes or ensembles are not offered. If a class must be cancelled for any reason by us, and a suitable make-up date cannot be arranged, a pro-rated credit back to the student's account will be given. An exception is made for students enrolled in Music Together. Parents of Music Together students may schedule up to three make-up classes per term.

Make-up Lessons Due to Instructor Absence: Instructors will make every effort to arrange make-up lessons for lessons cancelled due to instructor absence. In the event that not all lessons can be made up by the end of the term, your instructor should contact the front desk and a credit or refund for the unused lessons will be provided back to your account.

Course Cancellation: We reserve the right to cancel any class due to insufficient enrollment, and all paid student tuition and fees will be refunded in the case of course cancellation. Final course cancellation decisions will be made no later than 24 hours before the third scheduled class session.

Lesson Tardy Policy: Instructors are required to wait up to 15 minutes after the scheduled start of a lesson for a student to arrive. Students arriving more than 15 minutes late to a private lesson are considered an unexcused absence and are responsible for payment of that lesson. Instructors are not required to make up missed lesson time due to student tardiness.

Withdrawals, Refunds and Credits

- **How to make a withdrawal request:** All withdrawal or refund requests must be submitted to the Operations Manager by email to cgorcik@colum.edu. Withdrawal or refund requests cannot be made retroactive and are effective as of the receipt date of the written request. Verbal notification of withdrawal to the instructor or to any member of the Sherwood or Columbia College staff will not be considered adequate notice of withdrawal and will not be honored as such.
- **Withdrawal before the start of term:** Withdrawal requests received from students at least 3 business days before the first class session or individual lesson will receive a full tuition cash refund minus the \$25 withdrawal fee.
- **Withdrawal from classes or ensembles:** Withdrawal from group classes and ensembles after the start of the term must be made no later than 24 hours after the second scheduled class, referred to as the 'Withdrawal Deadline'. Requests made after the start of the term, but before the Withdrawal Deadline will receive a pro-rated credit on their student account, not a cash refund, minus the \$25 withdrawal fee. Withdrawal from a group class or ensemble after the Withdrawal Deadline will not receive any tuition refund or credit.

- **Withdrawal from individual lessons or Suzuki instruction:** Withdrawal requests received from students after the first scheduled lesson will receive a pro-rated credit back to their account for the unused lessons, minus the \$25 withdrawal fee. Cash refunds are not provided for withdrawal from individual lessons or Suzuki instruction.

Disclaimer

Parents/guardians are responsible for supervising the safety of their children at all times while they are on Columbia College Chicago (CCC) premises. Upon registering yourself or your child for participation in programs through Columbia College's Office of Continuing & Community Education, you acknowledge that you will be waiving and releasing all claims for injuries that you or your child may incur while on CCC premises, or while involved in any program at CCC.

Unless specifically indicated in the program description as a 'drop-off' program, any child under age 6 taking lessons or classes at CCC is required to have a parent/guardian present on the premises at all times during lesson or class time in case of emergency.

Publicity Policy

Photographs of students engaged in instruction, rehearsal, or performance activities at Columbia College Chicago (CCC) may be used in CCC publications, local newspapers, magazines, electronic media, and related publicity materials. Completion of registration constitutes consent and permission by the student and student's parent(s)/guardian(s) to use the student's name and/or image for any advertising, publicity, marketing and packaging.