



School Calendar:

January 2 – June 4 **Spring Semester**

August 21 – December 22 **Fall Semester**

School Business Hour: Monday-Friday 2-7 P.M.
Weekend 9 A.M- 6 P.M.

Scholarship Program:

Each year, Irvine Conservatory of Music will have 3 scholarship candidates per each level - Beginner, Intermediate, and Advanced.

- Students will be evaluated through the whole year through their attendance, course evaluation, and recital quality.
- To qualify, students must maintain 100% attendance (fall, summer, and spring), with the exception of make-up lessons.

School Policies

General:

- Arrive for lessons on time.
- Bring all required materials for your lessons.
- Respect all teachers, employees, and other students.
- Students must follow directions.
- Daily practice is required.
- Communications with teachers are limited to the school business hours.

Attendance:

To maintain the quality level of music training at Irvine Conservatory, lessons and classes run year-round. We have three sessions each year.

Students are allowed only 3 absences per semester.

- Cancellation of a lesson must be done **AT LEAST** 24 hours prior.
This includes calling the school during business hours (949) 682-9085 or emailing irvine.conservatory@gmail.com
- Teachers are **NOT** responsible to handle any cancellations. It is the responsibility of the student or parent to communicate with the school administration. If the students fail to do so, there will be no refund or make-up lesson.

Tardiness:

- Students must show up on time to lessons in respect to their teacher's schedule. Lateness will count against you, and you may not be provided extra time at the teacher's discretion.
- Teachers are not responsible to supervise students before and after lesson times.



- Any lateness or absence is to be reported through business communication methods such as the school email or phone number.

Make-Up Lessons:

- Any lessons cancelled at least 24 hours ahead of the scheduled lesson will receive a make-up lesson at a time convenient to the teacher and the student.
- Every make-up lesson must be arranged for a new time within 30 days of the original lesson.
- Irvine Conservatory of Music reserves the right to refuse offering extra make-up lessons beyond the limit of 3 each semester, so as to respect teachers' schedules.

When you must be absent for more than a month, please notify the school in advance. We will try our best to keep your same time slot for your lesson. However, Irvine Conservatory of Music will reserve the right to change your lesson time due to the high requests from incoming students.

Fees:

- A one-time registration fee of \$35 will be billed to a student's account once registered in weekly private lessons.
- Tuition Payments should be made before each month. A late fee of \$30 will be billed if you fail to make a payment before 7th of each month.
- New students: If you register before the 15th of the month, your payment will only need to cover the current month's tuition. However, if you register after the 10th of the month, your payment needs to cover the following month as well.
- If you plan to be gone for longer than 3 months, you must repay a registration fee of \$35 when you return.
- Should you decide to stop taking lessons altogether, please give our school **30** days' notice to avoid future tuition charges.

Evaluation:

- Each student will receive evaluations at the end of each semester. CM levels will be determined by the results of evaluation.
- *2 evaluations are **required** to participate in the *scholarship program*.

Recital:

In order to enrich a student's sense of achievement and develop their self-confidence, our school offers four recitals each year.

- Each student is strongly recommended to perform in at least two of them per year.
- If they wish to perform in all of them, they are certainly welcome to do so.
- If you are assigned to participate in the recital, you are required to have good attendance record in your lessons, and each student will have their dress rehearsals in the lesson(s) right before the recital.
- 2 weeks of lessons prior to the recital are **mandatory**.