



APPLICATION FORM

P.O. Box 544 Castries St. Lucia
 Tel: (758) 452-2473
 Fax: (758) 452-5989
 Email: lcmusicschool@candw.lc
 Website: www.lcmusicschool.com

- Surname: First Name:
 (Block capitals)

 Phone: Home: Work: Mobile:
 E-Mail: Fax:
 Postal Address:.....
- If under 18 yrs Age: School:
 Parent's Name: Contact No.:
- Previous Musical Experience:

- I wish to apply for the following course(s): [see sections 7 and 8]

CODE	COURSE	PLEASE TICK					
		Indiv.	Group	Child	Adult	30 min	60 min

- Centre: (please tick)
 Castries Vieux-Fort Babonneau
- I have access to an instrument for practice, and have read and agree to abide by the School's policies.

.....
 SIGNATURE

.....
 DATE

FOR OFFICE USE ONLY

PRACTICAL COURSE	MUSICIANSHIP	FEEES
Code:	Tutor:	Amount due: \$
Tutor Assigned:	Day:	Amount paid: \$
Day:	Time:	Balance: \$
Time:	Signature:	Date

7. COURSES

09/05

CODE	COURSE	CODE	COURSE
AiM	Adventure in Music (18mths-6years)	E 103	Clarinet
A 101	Elementary Piano (Grades 1-3)	E 104	Alto Saxophone
A 102	Intermediate Piano (Grades 4-6)	E 105	Tenor Saxophone
A 103	Advanced Piano (Grades 7-8)	E 106	Woodwind Ensemble
A 104	Jazz Piano	F 101	Trumpet
A 105	Electronic Keyboard	F 102	Trombone
A 106	Church Organ	F 103	Brass Ensemble
A 107	Keyboard Ensemble	G 101	Drumming (Drum Set)
B 101	Violin	G 102	Folk Drumming
B 102	Viola	G 103	Percussion Ensemble
B 103	Cello	H 101	Individual Steel Pan
B 104	Double Bass	H 102	Steel Band
B 105	String Ensemble	J 101	Improvisation (all instruments)
C 101	Classical Guitar	J 102	Arranging for Small Bands
C 102	Folk Guitar	J 103	Computer Notation
C 103	Electric Bass Guitar	K 101	Musicianship (secondary students and adults)
C 104	Jazz Guitar	K 102	CXC Music
C 105	Guitar Ensemble	L 101	Jazz Ensemble
D 101	Singing	L 102	Folk Band
D 102	Children's Choir	L 103	Pop Band
D 103	Community Choir	L 104	Community Orchestra(CMCO)
E 101	Recorder	MiA	Music in Action (primary students)
E 102	Flute		

Note:

- All courses are subject to tutor availability and may not be offered at all centres.
- Beginning students are advised to select only **one** of the above.
- The duration and frequency of classes varies. For example, 'Adventure in Music' meets once a week for an hour. Most practical classes are either 30 minutes or 60 minutes. Musicianship classes are always 60 minutes. CXC Music involves **one** practical class and **two** musicianship classes (120 mins) for six terms.
- Group classes may not be possible unless students apply as a group

8. FEES

- The following tables show the fees charged for **one** practical course for the 12-week duration of each school term. Students choosing **two** practical courses pay **twice** the fee stated.
- Fees has to be paid **before** classes commence; students who have paid fees should sign their attendance cards each class.
- Fees are reduced on a sliding scale for new students who commence practical classes whilst the term is in progress, but students starting after the third week of the first term may not be able to join the group musicianship class (K101) until the following September.

Practical Course Fees				
Course Duration	30 minutes		60 minutes	
Class time per week for 12 weeks				
Ability Level	Beginners – Grade 3 ABRSM		Grades 4 – 8 ABRSM	
Age group	Child	Adult	Child	Adult
Individual Class	\$255.00	\$305.00	\$380.00	\$435.00
Group Class	\$120.00	\$185.00	\$240.00	\$300.00
Special Course Fees				
(i) Adventure in Music (AiM)			\$130.00 for 12 1-hour classes	
			Child	Adult
(ii) Music in Action (MiA)			30.00	
(iii) Musicianship (K101)				45.00
(iv) CXC Music				
Students registered for regular practical classes			Add \$60.00 to regular fee	
			Child	Adult
(v) CXC Classes Only			145.00	170.00
(vi) Musicianship Only			120.00	150.00
(vii) Ensemble Courses:			Child	Adult
Students registered for regular classes			\$45.00	\$ 70.00
Ensemble Course Only			\$90.00	\$145.00
(viii) Children's Choir (D102) & Community Choir (D103)				
For registered students			Free	
For non-registered students			25.00	35.00

SCHOOL POLICIES

[Please keep for future reference]

All students who register at the St. Lucia School of Music are requested to read and comply with the school policies below which have been established for the benefit of everyone at the School.

1 REGISTRATION

Students may apply for lessons at the St. Lucia School of Music at any time. However, registration is completed only when a new student's classes are confirmed and fees have been paid. Continuing students are responsible for ensuring that they re-register **before** the new term begins and preferably by the end of the preceding term. If by Wednesday of the week before a new term commences continuing students have not re-registered, their spaces may be given to new students.

2 PAYMENT OF FEES

Fees should be paid in full by both continuing and new students before classes commence. Students should note that although the part-payment of fees can be arranged with the Bursar, an additional 5% administrative charge will be added to fees due.

3 STUDENTS' ATTENDANCE CARDS

When a student pays his/her fees, the Bursar will forward an attendance card to the student's practical tutor. This card is to be signed at every lesson by the student and serves as an attendance record of lessons received. The attendance card is attached to each student's file, along with a copy of the student's term report, at the end of each term. All students must present their receipt to their practical tutor at the time of their first lesson. **Tutors are not expected to teach any lessons to a student for whom a receipt or attendance card has not been received.**

4. PUNCTUALITY

Students are asked to make every effort to attend classes on time. Class time lost due to a student's tardiness will not be made up by the tutor concerned. Tutors will wait in tutorial rooms for 10 minutes after the start of a 30-minute class and for 15 minutes after the start of an hour's class, but are not required to be in the room or even in the School after this time has passed. Students arriving later than these times may try to locate the tutor. Students who are regularly on time but whose classes start repeatedly late are invited to fill in a complaints form available from the Office.

5. MISSED CLASSES

As a courtesy, students should notify either their Tutor or the Admin Office at least 24 hours in advance if they are unable to attend a class. Tutors are not required to make up lessons that students are unable to attend. Students who are absent without notification for more than two consecutive lessons or more than three classes in a term will be regarded as having opted out of their chosen course, and will forfeit their place at the School along with their fees.

If it becomes necessary for a tutor to be absent from a class, it is the tutor's responsibility to notify the Admin Office and the student(s) concerned, and schedule appropriate make-up classes. When several classes have to be missed, it may be necessary for the tutor to arrange for the student to receive a credit note towards next term's fees. Students who are not notified and/or who do not receive any make-up classes or a credit note should report this matter to the Admin Office.

6. MUSICIANSHIP COURSES

All students are encouraged to register for one of the School's musicianship courses, as these will help to clarify and reinforce concepts needed for practical classes.

Music in Action (MiA) is the musicianship course for all primary students; it aims to reinforce basic theoretical concepts through creative group music-making activities.

Musicianship (K101) is the course for secondary school students and adults. It is a three-term course in five levels with the option to take CXC at levels 4 & 5. Musicianship (K101) students will be encouraged to take ABRSM Theory examinations.

Primary students not registering for the MiA programme are invited to join the **Junior Division Choir** for which there is no charge. Secondary School students and adults not taking Musicianship (K101) are invited to attend an **Open Course** series of classes which will deal with topics of general interest.

7. EXTERNAL EXAMINATIONS

Practical and Theory examinations conducted by the Associated Board of the Royal Schools of Music are held in St. Lucia three times a year, and practical exams with Trinity College London and the UWI Creative Arts Centre are held once or twice a year. ABRSM Theory examinations are held each year in May and November, and practical examinations are usually held in February (Trinity), March/April, (ABRSM), or May and November (UWI). Registration for these examinations by students attending classes at the School of Music will only be on the basis of recommendation by their musicianship or practical tutor. All students interested in taking ABRSM, Trinity College London, or UWI examinations must therefore seek their tutor's approval before paying registration fees. Fees paid without a tutor's recommendation will not be refunded. Students are reminded that registration deadlines are usually at least four months before the examination is to be held. The School of Music reserves the right to withdraw students from practical examinations two weeks before the exams should they be unable to meet the required standard. In such a case, fees will not be refunded. Examination candidates needing accompaniment will be required to pay an accompanist's fee at the time of registration.

8. WAIVER OF RESPONSIBILITY

Parents and guardians are asked to leave at the School of Music only those children who are receiving tuition. The School will not be responsible for children left unattended.

9. NOISE

Students waiting for classes, or waiting to be picked up, are asked to do so quietly. Running and shouting in and around the School are not allowed. Students who disrupt and disturb classes in this way may forfeit their place at the School.

10. GARBAGE

Students are asked to make every effort to keep the School clean. Litter should always be placed in the garbage bins provided.

11. SUSPENSION

The School of Music reserves the right to suspend students whose behaviour is unsatisfactory, such as by frequent absences, tardiness, behaviour problems, lack of interest or progress, or failure to abide by the School's policies.

12. TUCK SHOP

The tuck shop is open Monday to Friday from 2.00 - 6.00pm and on Saturday from 9.00am - 3.00pm. Drinks and light snacks are on sale.

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A 104	Jazz Piano	F 101	Trumpet
A 105	Electronic Keyboard	F 102	Trombone
A 106	Church Organ	F 103	Brass Ensemble
A 107	Keyboard Ensemble	G 101	Drumming (Drum Set)
B 101	Violin	G 102	Folk Drumming
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Course Duration	30 minutes		60 minutes	
Class time per week for 12 weeks				
Ability Level	Beginners – Grade 3 ABRSM		Grades 4 – 8 ABRSM	
Age group	Child	Adult	Child	Adult
Individual Class	\$280.00	\$335.00	\$418.00	\$478.00
Group Class	\$132.00	\$205.00	\$264.00	\$330.00
Special Course Fees				
(i) Adventure in Music (AiM)	\$145.00 for 12 1-hour classes			
	Child	Adult		
(ii) Music in Action (MiA)	45.00			
(iii) Musicianship (K101)			65.00	
(iv) CXC Music				
Students registered for regular practical classes	Add \$750.00 to regular fee			
	Child	Adult		
(v) CXC Classes Only	160.00		188.00	
(vi) Musicianship Only	132.00		165.00	
(vii) Ensemble Courses:	Child	Adult		
Students registered for regular classes	\$50.00		\$ 78.00	
Ensemble Course Only	\$100.00		\$160.00	
(viii) Children's Choir (D102) & Community Choir (D103)				
For registered students	Free			
For non-registered students	30.00		40.00	

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