1. General Items
   - Students must provide their own instruments. PCS does not rent or sell instruments. Piano students must have a piano or acceptable keyboard at home for practice.
   - UH practice rooms are reserved for music majors at the Moores School of Music only. Keys to these rooms cannot be provided to PCS students under any circumstances.
   - Students of PCS do not receive special parking privileges or free parking passes. Parking guidelines of the University of Houston must be followed at all times.
   - Pro-rated lessons are available to new incoming students only. All other PCS students must register for the total number of lessons per semester (16 Fall / 16 Spring / 8 Summer); for Suzuki students, the sessions are 16 Fall, 19 Spring, 8 Summer plus mandatory group lessons for Fall and Spring.
   - Students/Parents should, in a timely manner, notify the PCS office at 713-743-3398 with changes of home address, phone number, email address, payment issues or any other concerns they might have.

Parent/Student Initials

2. Tuition Payment
   - All tuition is to be prepaid. At least half of the semester’s tuition is due by the first published due date, regardless of the actual first day of lessons. No refunds will be given to students who drop after the first day of lessons.
   - Payments can be made by personal check, money order, cash (exact change) or credit card (Visa, MC, AmEx, Discover). Checks must be To pay online with credit card, please go to: [http://www.uh.edu/kgmca/music/pcs/payonline](http://www.uh.edu/kgmca/music/pcs/payonline)
   - Payments should be mailed to: University of Houston, Moores School of Music, ATTN: PCS, 120 School of Music Building, Houston, TX, 77204-4017. Please write the student’s name on the memo line. We are not responsible for misdirected payments or payments not sent to this exact address.
   - Payment options are as follows:
     - Pay tuition in full by initial semester due date (August/January/June) and avoid any fees.
     - Installment Plan:
       - pay 50% tuition by 1st date (August/January),
       - pay 25% tuition + $15 Installment Fee by September 10/February 11,
       - pay 25% tuition + $15 Installment Fee by October 10/March 11.
       - Installment plans are not offered during the summer.
     - A $30 Late Fee will be assessed to all accounts not paid by published due dates, and a $30 fee will be charged for all returned checks.
     - All students pay an Annual Registration Fee of $35, or $60 for families.
     - Lesson books are not included in the cost of tuition.

Parent/Student Initials

3. Attendance Policy
   - Students must arrive at least 10 minutes prior to their assigned lesson time to insure a prompt start; lessons will end on time even if the student arrives late to the lesson.
   - Teachers are not required to give make-up lessons to students who are unable to attend, regardless of reason.
   - Teachers are required to make up lessons they have cancelled.
   - Teachers will not teach students who are delinquent in paying tuition. Teachers are not required to make up lessons missed while a student’s account remains unpaid.
4. **Student Conduct**
   - Rules of behavior as set forth by PCS teachers are to be adhered to at all times.
   - No child should be left unattended at any time at the Moores School of Music. The University of Houston, the Moores School of Music, and the Preparatory and Continuing Studies Department cannot accept any responsibility or liability for unattended children.
   - PCS Instructors reserve the right, with the approval of the Director, to drop a student from their studio for the following reasons:
     - student does not consistently practice or show improvement;
     - student misses more than two lessons in one semester;
     - student and/or parent exhibits unethical, inappropriate or unprofessional behavior;
     - chronic late payment of student’s account.
   - Tuition will not be refunded to any student dropped for any reason.

5. **Recital Performances and Policies**
   - Performance on semester recitals is required of all PCS students. Music is a performance-based art, and everyone, regardless of age or ability, is expected to perform on recitals.
   - Students whose accounts are delinquent will not be allowed to perform on recitals.
   - Students should wear appropriate recital attire when performing. Attire for boys is a buttoned shirt or pullover sweater, long pants, and dress shoes. Attire for girls is a knee-length or longer dress/skirt, or a nice pants set, and dress shoes. Jeans, tight-fitting clothes, shorts, flip-flops, and tennis shoes are not appropriate.
   - Recitals will start on time. Please plan to be seated 15 minutes before each recital.
   - Flash photography is permitted only after the recital performance.

I have read and understand the policies of the Preparatory and Continuing Studies Department. I will abide by these policies and instruct my child/children to do the same.

__________________________________________________________________________

Student Name (please print legibly)                                                                                        Parent/Guardian Name (if student is a minor)

__________________________________________________________________________

Student or Parent/Guardian Signature                                                                                      Date

__________________________________________________________________________

Email address for notifications and reminders                                                                            Phone Number

__________________________________________________________________________

Name(s) of Instructor(s)