

Registration

The ECMI instruction year is divided into two semesters (Sept-Dec & Jan-May) and a summer session. New students are accepted throughout the year when space is available.

New students should first fill out a Lesson Inquiry Form, located on the Lessons and Ensembles tab of our website at [ellsworthcommunitymusic.org](https://www.ellsworthcommunitymusic.org), which will facilitate a consultation with the ECMI Artistic Director. Students then must Register online here: <https://www.ellsworthcommunitymusic.org/inquire-register>

Registration secures a lesson time slot and indicates a commitment to complete the entire semester. Adjustments may be made on a case by case basis, and require the approval of your instructor and ECMI.

Withdrawal

Student withdrawals need to be communicated clearly with both the designated teacher and ECMI Administrative staff. Students should give a minimum of two weeks notice, and refunds may not apply.

Payment

Tuition invoices are sent monthly via email and are due upon receipt. Payment via Paypal, personal check, or credit card is accepted.

Tuition Assistance

Tuition at ECMI does not fully cover our costs and is subsidized through grants and donations. Tuition assistance may be available for dedicated students who need additional financial support. Please notify ECMI Administrative staff by email to info@ellsworthcommunitymusic.org to request a tuition assistance form. Decisions will be communicated promptly.

Attendance

Regular and punctual attendance is one of the best investments students can make in their musical education.

Students must notify teachers as soon as possible, at least 24 hours whenever possible before a missed lesson.

Students pay for their time slot regardless of their attendance. Make-up lessons may be offered for teacher absences, snow days, holidays, or by specific arrangement with individual teachers.



2023 Policies

Snow Policy

Please communicate directly with your teacher if there is inclement weather, as most weather-related cancellations are decided by teachers. If the Moore Center is closed (which does not necessarily follow school closures), all in person lessons are canceled that day.

Permission for Use of Photographs and Video

Unless the student's family submits a written request to the contrary, photographs of registered students taken during ECMI classes and events are considered eligible for publication and public use. All such student requests will be honored.

Safe Environment Policy

ECMI is committed to maintaining an environment where each individual who participates in its programs and attends its events feels safe, respected, and supported. Any individual whose behavior interferes in any way with that environment may, at the sole discretion of ECMI, be asked to withdraw from its programs.

Discontinuation

ECMI reserves the right to discontinue a student's enrollment at any time for reasons including, but not limited to: poor attendance, non-payment of fees, lack of interest or disruptive behavior.