

March 10<sup>th</sup>, 2011

**To:** New and Returning Collegiate Students  
**From:** Kathryn Wittenmyer, Vice President of Finance and Administration

**TUITION and FEES:** The tuition for the 2011-2012 academic year is as follows:

**Full Time: (from 12 to 18.5 credits in the fall and spring)**

	<u>Per Semester</u>	<u>Annual</u>
Full-time Tuition	\$18,250	\$36,500
General Student Fee	\$140	\$280
Muni Transportation Fee (yearly)		\$216 *Estimate
Library / Security Deposit	\$50 (new students)	\$50
Total Registration and Fees		\$37,046

**Overload:** Full-time students who wish to register for credits in excess of 18.5 in the fall or spring—not counting ensembles—must pay a per-credit fee of \$1,610.

**In addition, the following charges may apply beyond the above stated tuition:**

	<u>Per Semester</u>	<u>Annual</u>
Health Insurance		\$1030 *Estimate
Double Major Instrument	\$7,300	\$14,600
Minor Instrument 2 Credits	\$4,100	\$8,200
1 Credit	\$2,050	\$4,100

**Full-time tuition covers private lessons for only one major.**

**Part-Time: (Fewer than 12 credits)**

Students who register for fewer than 12 credits during a semester are charged \$1,610 per credit with the exception of Major and Minor Instrument lessons. If paying on a per credit basis, Major Instrument lessons are \$7,300 per semester and Minor Instrument lessons are \$2,050 for 1 credit or \$4,100 for 2 credits per semester.

**PAYMENT: (Fall Semester only) Students are required to submit a \$500 non-refundable Enrollment Reservation Fee to the Business Office at the Conservatory.** New graduate and postgraduate students are required to submit this fee by April 15<sup>th</sup>, 2011, or within two weeks of admission if the admission letter is sent out after April 15<sup>th</sup>, 2011. New undergraduate students are required to submit this fee by May 1<sup>st</sup>, 2011, or within two weeks of admission if the admission letter is sent out after May 1<sup>st</sup>. Returning students are required to submit the Enrollment Reservation Fee by June 15<sup>th</sup>, 2011. The \$500 Fee will be applied toward 2011 Fall semester charges. **The remainder of Fall tuition and fees are due and payable in full at the time of Fall semester registration on August 24<sup>th</sup> and 25<sup>th</sup>. Late charges will be assessed if the Business Office does not receive payment in full/or the Conservatory Promissory Note on or before August 25<sup>th</sup>, 2011.** Spring semester tuition and fees are due and payable at the time of Spring semester registration on January 13<sup>th</sup>, 2012. Late charges will be assessed if the Business Office does not receive payment in full/or the Conservatory Promissory Note on or before January 13<sup>th</sup>, 2012.

**\*HEALTH INSURANCE:** All full-time students (12 credits and more) are required to have medical insurance. Students who are not covered under an approved health insurance policy must purchase health insurance offered through the Conservatory before being allowed to register. The estimated cost will be \$432 for the fall 2011 and \$598 for the spring 2012 (the amounts have not been finalized yet).

**Students who are already insured should complete a waiver form and submit proof of coverage to the Business Office with their \$500 deposits for the Fall 2011.** A waiver form is attached to this letter. Please be sure to check all updates and changes of the SFCM health insurance charges and benefits on our web site [www.sfcm.edu](http://www.sfcm.edu) and on our insurance provider web site [www.renstudent.com/sfcm](http://www.renstudent.com/sfcm) for the coming 2011-12 academic year.

**TUITION PAYMENT PLAN:** As previously stated, all tuition and fees are due upon registration. However, for those students who wish to pay charges on a monthly basis, the Conservatory offers an in-house Tuition Payment Plan for a fee of \$25 per semester. Tuition and fees for each semester will be divided into four equal payments, due at the beginning of each month. There is a \$25 late fee charged for all payments submitted after the 5<sup>th</sup> of the month.

If you would like more information on this plan, please contact Whitney Valentine in the Business Office at [wvalentine@sfcm.edu](mailto:wvalentine@sfcm.edu). **The first installment for the 2011-2012 academic year is due August 25<sup>th</sup>, 2011.** Please notify the business office before fall registration if you plan on enrolling in tuition payment plan.

**LATE CHARGES:** A late examination fee of \$30 will be charged for each placement examination taken outside of the scheduled examination time.

A late registration fee of \$75 will be charged for any registration during the first week of classes, plus an additional \$50 per week or partial week thereafter. There will be a late payment fee of \$75 for payments postmarked after August 25<sup>th</sup> for Fall and January 13<sup>th</sup> for Spring semester.

Any returned check will be assessed the \$75 late fee in addition to a non-sufficient funds (NSF) charge of \$25.

**REFUND POLICY:** Any student wishing to withdraw from the Conservatory must file a form available from the Registrar's Office. **All financial calculations and official last date of attendance will be determined according to the date of the signature from the Registrar's Office.**

If a student has been enrolled for more than 60% or 9 weeks of the term, the student is not eligible for a reduction in tuition or fees. For more information, please refer to the school catalog under Withdrawals and Refunds.

No refunds will be made to students who are dismissed from the Conservatory for disciplinary reasons.

**CAUTION: Students arriving from out of town must plan their finances carefully.**

Forms of payment accepted; Major credit cards except Diner's Club, checks (payable to SFCM), money orders, wire transfers and cash.

To open a new account, most San Francisco banks require three things: a state driver's license or an identification card (international students can use their passports as a form of ID); a credit card such as VISA, MASTERCARD or AMERICAN EXPRESS; and a minimum deposit (Deposit amounts may change for different banks-starting from \$1.00). The bank may also put up to a 15-day hold on any deposits made by check to a new account. The Conservatory deposits all payments promptly and any returned funds will be charged the applicable late registration and non-sufficient funds fees. Please plan ahead for your tuition needs as well as for living expenses.

**Please contact Filiz Caglayan, Student Accounts Manager at (415) 503-6287 or [fcaglayan@sfcm.edu](mailto:fcaglayan@sfcm.edu), with any questions regarding payment of the Conservatory charges.**