

## If you are a current SFCM Continuing Education student and are ready to register for additional lessons, please follow the steps below.

- 1. Email Keelin Davis (Program Manager) at kdavis@sfcm.edu with a request to purchase additional lessons and answers to the following questions:
  - Lesson location (online, private studio, SFCM):
  - Lesson day of week and time:
  - Lesson dates (list each individual date):
  - Lessons to be held weekly or biweekly:
  - Total number of lessons:
- 2. Wait to hear back from Keelin with a confirmation of your lesson details.
- 3. Once your lesson details have been confirmed, you will receive an emailed invoice from Keelin with a balance to pay for your next set of lessons.
- 4. Follow the link in the emailed invoice to pay your balance in full or by using a payment plan through SFCM's online registration system.
- 5. After you have made payment on your invoice, you will receive an email from Keelin that will notify you that lessons can begin with your teacher.

Keelin Davis Program Manager, Pre-College and Continuing Education *Pronouns: she, her, hers (<u>What is this?</u>)* San Francisco Conservatory of Music 50 Oak Street, San Francisco, CA 94102 415.503.6262

