



## Welcome to the Colburn Community School of Performing Arts!

### **CSPA Office Hours During Fall and Spring Semesters**

Monday–Friday: 10 am–6 pm

Saturday: 8 am–4 pm

Sunday: Closed

Phone: (213) 621-4548

Email: [cspa@colburnschool.edu](mailto:cspa@colburnschool.edu)

Website: [www.colburnschool.edu/CSPA](http://www.colburnschool.edu/CSPA)

### **CSPA Office Summer Hours**

Monday–Saturday: 8 am–4 pm

Sunday: Closed

At the Community School of Performing Arts, we strive for open communication between faculty, students, and administration and ask that you familiarize yourself with the information below regarding our school policies. The complete policies can be found on our website at [www.colburnschool.edu/community-school/student-resources/](http://www.colburnschool.edu/community-school/student-resources/).

### **Parking**

**Decals are issued by Security at the Grand and Olive security desks.**

With a student population of 2,000+ students, **parking at the Colburn School is not guaranteed**. A limited number of spaces are available to Colburn families on a first come first served basis. Families can receive up to two parking decals upon completing registration. However, a parking decal does not constitute a guaranteed parking space.

On a busy day when there is a line of cars waiting to enter the garage, students may be dropped off in front of the school on Grand Avenue. There is a loading area in front of the doors across from the Broad Museum. After dropping off your student, please make your way to Lower Grand and patiently wait in line for a parking space to open in the garage. If you do not wish to wait for a spot to open, offsite parking at a discounted rate is available at Lot #3 on the southwest corner of Olive and 2nd Street. We recommend that you have a validation in-hand when parking in Lot #3 so that you can receive the discounted rate without interruption. Validations can be purchased in the Community School office for \$4 each.

#### **Parking Lot #3 (Athena)**

Location: Olive and 2nd Street (southwest corner)

Lot Hours: Daily 7:00 AM – 9:00 PM

Flat Rate w/Validation: \$4 Weekdays after 2:00 PM

#### **Purchase Options**

1. Purchase validations stickers in advance from Community School office and present to parking attendant upon first arriving at the parking lot (strongly suggested) OR
2. Pay posted rate upon arrival at the parking lot, purchase validation sticker at Colburn, then present validation sticker to the attendant upon exiting lot to receive refund.

## **Key Card Access/ID Badges**

ID badges are issued by Security at the Grand and Olive security desks.

To enhance campus security, each family will be given up to three ID badges to access the building and parking facilities at Colburn. All students must fill out a **Card Key Request Form** (page 4), which can be picked up from the Community School office, and submit it to the security desk in the Grand or Olive Building. **Proof of registration and payment is required at the time of submission.** Key cards will be required to enter buildings, access elevators, and use the library. Please pay attention to posted signs and requests made by security guards to show your key card.

Lost key cards may be replaced for a fee of \$25. Please visit the Community School office to pay the replacement fee.

## **Registration and Payment**

The Community School offers a wide range of musical and dramatic instruction for students of all ages and ability levels. Classes are listed by subject in the Schedule of Classes. All of our offerings are categorized as either Group Classes or Private Lessons. You can access the Schedule of Classes, learn about enrollment dates/policies, and download registration and payment forms on our website at [www.colburnschool.edu/register](http://www.colburnschool.edu/register).

Students may register using any of the methods below:

- Fill out a registration form (physical copy or PDF) and submit it to the CSPA Registration Office in-person or by email at [cspa@colburnschool.edu](mailto:cspa@colburnschool.edu).
- Register through our online registration portal, ASAP, at [www.colburnschool.edu/register](http://www.colburnschool.edu/register).
  - **NOTE:** Students who receive financial assistance **CANNOT** register online and must submit a registration form instead.
- Please note that we cannot register students or accept payment over the phone.

## **Adding/Dropping Classes and Private Lessons**

Students may enroll in Group Classes during the designated registration periods listed in the Academic Calendar. Continuing students are given a 2-week priority registration period before the start of open enrollment. Once the open enrollment period ends, students must get approval from the instructor to enroll in a group class.

Students may enroll in Private Lessons at any time during the year. School-aged students are required to register for the full academic year (32 lessons) if they are enrolling in the fall, or for the full semester (16 lessons) if they are enrolling in the spring semester. The required number of lessons will be adjusted following the third week of each semester. All students must submit an inquiry form at [www.colburnschool.edu/inquiry](http://www.colburnschool.edu/inquiry) and receive instructor approval to register.

Please refer to the Drop Policies on our website at [www.colburnschool.edu/community-school/student-resources/](http://www.colburnschool.edu/community-school/student-resources/).

## **Deferred Payment Plans**

Monthly deferred payment plans are available for year-long and single-semester classes for a one-time fee of \$80 or \$40 respectively. Students must submit a Deferred Payment Plan Agreement Form to the Community School office at the time of registration. All payment plan requests are subject to approval by the Cashier.

Students who enroll in a payment plan will be charged on the 15<sup>th</sup> of each month. If the student opts out of automatic payments, they will be responsible to make payments on time in-person or online.

## **Financial Scholarships**

Awarded annually, financial scholarships may be applied towards student tuition for the fall and spring semesters. At this time, we are still accepting scholarship applications for the 2024-25 Academic Year on a rolling basis, but we cannot guarantee the availability of funds.

The financial scholarship application for the 2024-25 academic year is available [online](#), and will remain open until funds are exhausted. Awards for the 2024-25 academic year will primarily be distributed in July and August 2024. More information, including eligibility requirements, application deadlines, and more can be found on our website at [www.colburnschool.edu/scholarships](http://www.colburnschool.edu/scholarships).

## **Practice Rooms**

A limited number of practice rooms are available for use by CSPA students who are currently studying privately with an applied instructor. The rooms are accessible by creating a user account through the Community School office. Proof of current registration is required.

## **Wi-Fi**

Free Wi-Fi is available by logging on to the “Colburn” network. The password is “Campus”.

## **Campus Café**

Open 7 days a week – inquire at the café or check our website for hours of operation and daily menu.  
[www.colburnschool.edu/cafe](http://www.colburnschool.edu/cafe).

## **Emergency Alert System**

The Colburn School notifies its community of emergency situations through text messages using an alert system called InformaCast. In the event of an emergency, such as a fire, active shooter, or earthquake, messages will inform the community of the nature of the emergency, what to do, and when the situation is clear. Parents and students are strongly encouraged to register with InformaCast. Text “#emergencynotification” to (818) 423-4168 to receive Colburn School emergency alerts from InformaCast. Contact Sandra Gendron, Security Director, at [sgendron@colburnschool.edu](mailto:sgendron@colburnschool.edu) with any questions about InformaCast.

## **Events and Performances**

Visit our website [www.colburnschool.edu/calendar](http://www.colburnschool.edu/calendar) for a complete listing of all concerts and events on and around campus featuring students and faculty from the Community School of Performing Arts.