



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: 11 am –4 pm

Phone: (213) 621-4548

Email: cspa@colburnschool.edu

Website: 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 in our **Student and Family Handbook** at 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 registering. 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) **Temporarily Closed Beginning Mid-February 2026******

Location: Olive and 2nd Street (southwest corner)

Lot Hours: Daily 7 am – 9 pm

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

Purchase Options

1. Purchase validation 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**, 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.

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.
- Register through our online registration portal, ASAP, at 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 open enrollment 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). The number of lessons will be adjusted following the first week of the academic year. Adult students may register for any number of lessons as agreed upon by the instructor. All students must submit an inquiry form at 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/.

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 15th 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 offer tuition relief for school-aged and Early Childhood students during the academic year. Scholarships range in size and can support anywhere from 10-100% of a student's tuition.

The financial scholarship application is available [online](#). Information about the scholarships, including eligibility requirements, application deadlines, and more can be found on our website at 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.

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 with any questions about InformaCast.

Events and Performances

Visit our website 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.

Rev. 1/21/2026