



2025–26

Trudl Zipper Dance Institute Student and Family Handbook

Trudi Zipper Dance Institute

August 1, 2025–July 31, 2026

Catalog and Handbook

Updated 11/17/2025

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TZDI Office

TZDI Office Fall and Spring Hours

Monday–Friday: 10 am – 6:30 pm

Saturday: 8 am–4 pm

Sunday: Closed

Phone: (213) 621-4548

Email: dance@colburnschool.edu

Website: <https://colburnschool.edu/youth-dance-programs/dance/>

At the Trudl Zipper Dance Institute, we strive for open communication between faculty, students, and administration and ask that you familiarize yourself with the information in this Handbook regarding our school policies.

2025-26 Academic Year Holidays and Important Dates

| | |
|-----------------------------|---|
| Mon, Aug 25 | First Day of Academic Year Instruction |
| Mon, Sept 1 | Labor Day - School Closed - No Classes |
| Mon, Oct 20- Sun, Oct 26 | Observation Week |
| Sat, Nov 1 at 7pm | See the Music/Hear the Dance |
| Wed, Nov 26 - Sun, Nov 30 | Thanksgiving Break - No Classes |
| Sat, Dec 13 at 2pm & 5pm | Colburn Winter Dance Celebration |
| Sat, Dec 20 - Sun, Jan 11 | Winter Break - School Closed - No Classes |
| Mon, Jan 12 | First Day of Spring Semester Classes |
| Mon, Jan 19 | Martin Luther King Jr. Day - No Classes |
| Mon, Jan 26- Sun, Feb 1 | Observation Week |
| Sat, Feb 21 at 7pm | Tap Fest |
| Sun, March 15 at 2pm & 5pm | Counterpointe- CDA |
| Mon, March 30- Sun, April 5 | Spring Break - No Classes |
| Mon, May 4- Sun, May 10 | Observation Week |
| Sat, May 23 at 2pm & 5pm | TapWorks |
| Sat, May 30 at 2pm & 5pm | Colburn Spring Dance Festival |
| Mon, May 25 | Memorial Day- No Classes |
| Sun, May 31 | Last Day of Academic Year Instruction |
| Sat, June 6 at 5pm | Adult Dance Program In-Studio Showcase |

PERSONNEL

Administration and Staff

Janie Taylor, Artistic Director

Gavin Kelley, Administrative Director

Jessica Martin, Senior Studio Administrator

Caroline Kimbel, Studio Administrator

Student Rights, Expectations and Code of Conduct

Code of Conduct

The Colburn School (the “School”) has certain rules of conduct that all students, parents, guardians, accompanying family members, and their guests (the “Colburn School Community” or “Community Members”) are expected to observe. This code of conduct is meant to encourage thoughtful, respectful behavior that helps our community thrive. At their heart, these guidelines call on each of us to treat others with dignity, use our spaces with care, and contribute to the well-being of our entire School community.

Professional and Respectful Conduct

All members of the Colburn School Community are expected to act with professionalism, honesty, and propriety, showing respect for the rights and dignity of others and demonstrating regard for their surroundings and school property.

Guest and Visitor Conduct

All Community Members must comply with this Code of Conduct while on school premises or at any School sponsored event. Parents and guardians are responsible for their own conduct and that of any additional family members or guests they bring to campus.

Safe and Inclusive Environment

Everyone has the right to an environment free from discrimination, harassment, and bullying. All members of the Colburn School Community are responsible for maintaining a safe, inclusive, and welcoming community, both on-campus and in their other interactions, including but not limited to phone, email, texting, and social media.

Equal Treatment and Non-Discrimination

The Colburn School is committed to providing equal treatment to all individuals regardless of race, color, nationality, gender, sexual orientation, gender expression, ethnic origin, or religious belief.

Compliance with Laws and Policies

The Colburn School abides by all state and federal laws regarding the use of alcohol and drugs. Colburn School Community members are expected to comply with all such laws, and with school policy while on the School Campus or at any School sponsored event. Community Members on campus who are visibly intoxicated or under the influence and exhibiting inappropriate behavior may be subject to removal from the premises.

Safety and Security

Colburn School Community members and their guests are responsible for contributing to a safe and secure school environment. This includes complying with instructions from school personnel, refraining from bringing prohibited or dangerous items to campus, and reporting any safety concerns. Community Members must wear their Colburn identification badge at all times while on campus.

Prohibition of Violence and Threats

Violence, threats of violence, intimidation, or aggressive behavior of any kind are strictly prohibited on school premises and at school-sponsored events. This includes but is not limited to:

- Physical violence or assault
- Verbal threats or intimidation
- Aggressive or menacing behavior
- Possession of weapons or dangerous items
- Destruction of property
- Any behavior that creates a reasonable fear of harm

Violations will result in immediate removal from campus and may result in permanent banning and potential criminal prosecution.

Appropriate Appearance

Community members should maintain attire that reflects good taste and discretion, contributing to the academic and professional atmosphere of the school. Students must follow the dress code outlined in the respective Handbooks.

Expression and Community Standards

Community Members have the right to express themselves within the bounds of respectful, lawful behavior that supports our educational mission. Expression that disrupts the learning environment, creates conflict, or makes others feel unwelcome is not permitted. This includes but is not limited to:

- Political advocacy or campaigning
- Controversial statements intended to provoke conflict
- Speech that targets or marginalizes community members

The school reserves the right to determine what constitutes disruptive expression and to take appropriate action to maintain a positive learning environment.

Filming, Recording, Photography, and Social Media

Community members must use technology responsibly and refrain from filming, recording, photographing, livestreaming, or posting content online without proper consent, especially when minors are involved.

Photography, filming, or recording in private settings requires consent from the subjects—or, in the case of minors, their parent or guardian. Recording or photographing classes or lessons is permitted only with the instructor's approval. Parents who wish to record public student performances may do so provided that the recording is for personal use only, does not disturb other audience members, and complies with all directions from ushers regarding the placement of equipment to ensure clear aisles and emergency access.

Reporting Violations and Investigation Procedures

All violations of this Code of Conduct, safety concerns, or incidents of violence must be reported immediately to:

- School Security Department (primary contact)
- Administrative office
- Human Resources

The Security Department will conduct investigations into all reported violations and incidents of violence. Investigations will be conducted promptly and may include:

- Witness interviews
- Review of available evidence
- Coordination with law enforcement when appropriate
- Documentation of findings and recommended actions

Individuals who report violations in good faith will be protected from retaliation. False reports made in bad faith may result in disciplinary action.

Enforcement and Campus Access

The Colburn School reserves the right to immediately suspend or permanently remove/deny access to any individual, including students, parents, guardians, guests, or visitors, from School premises, School sponsored events, or on-campus parking for violations of this Code of Conduct. This includes but is not limited to:

- Violation of any provision of this Code of Conduct

- Behavior that threatens the safety, security, or well-being of any Community Member
- Disruption of educational activities or school operations
- Failure to comply with reasonable requests from School personnel
- Any conduct deemed detrimental to the School environment

Removal may be immediate and without prior notice when safety concerns exist. "Removed" individuals who return to campus without authorization may be subject to trespassing charges.

Any student, parent, guardian, guest or visitor who is removed from campus due to a violation of the Colburn School's Code of Conduct is not entitled to any refund, credit, or compensation beyond what is explicitly stated in the applicable Refund Policy outlined in the relevant Student Handbook or ticket purchase agreement. Removal from campus for conduct-related reasons does not alter or override the terms of these established refund policies.

Rights and Responsibilities

Attendance and Punctuality

Students are expected to attend all scheduled classes and rehearsals as required by registration and Colburn's Enrollment Commitment. Parents/Guardians are requested to support their students' studies to the best of their ability by ensuring that their student(s) arrive to classes and rehearsals on time, with all required materials in hand. Parents/Guardians are expected to provide advance notice to their teacher(s) and the TZDI Office if their student should have to miss a class or rehearsal.

Fair Evaluation and Academic Integrity

Students have the right to academic and artistic evaluation free from prejudice or capriciousness.

Academic Integrity

The Colburn School expects its students to act with integrity at all times. Although it is impossible to enumerate every form of academic dishonesty in a handbook statement, academic dishonesty consists of any action that unfairly advances one's academic progress. Cheating, falsifying information, and excessive assistance by another person are examples of academic dishonesty, as is plagiarism. Plagiarism is using anyone else's work, words, or ideas and presenting them as one's own, including but not limited to using Artificial Intelligence tools to do so and using another person's audio or video to represent themselves. Academic integrity violations will be reported to the Administrative Director, who will assess the violation and give appropriate sanctions which may include, but are not limited to, a warning, suspension, probation or dismissal.

Indemnity

Students and parents agree, for the student, the parent, the parent's spouse, and their respective heirs, assigns, and legal representatives, to indemnify, defend, and hold the Colburn School and its present and former Officers, Directors, Employees, Agents, Board Members, Representatives, Consultants, and the Colburn School's direct and indirect subsidiaries, (collectively "Colburn Parties") harmless from and against any and all damages (except damages caused solely by the gross negligence or intentional misconduct of Colburn School Parties) that may be incurred or sustained by the student or the Colburn School Parties arising from or related to any injuries to the student, or the student's acts or omissions.

Disability Accommodation

This policy confirms the Colburn School's commitment to providing reasonable accommodations to individuals with physical, mental, or learning disabilities recognized under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Reasonable accommodation is the provision of aids, or modification to testing, services (including room and board for residential students), or a program of study, which allows access by individuals with disabilities. Note that the Colburn School is not required to provide accommodations that would create undue hardship; that is, anything that is unduly costly, substantially disruptive, or that would fundamentally alter the nature of the student's program.

An individual requesting reasonable accommodation is required to submit the request in writing to the Administrative Director, along with official documentation of the disability. Once eligibility has been established, accommodations are requested on a course-by-course (or exam-by-exam) basis. The requirements for documentation are as follows:

- Documentation must be from an appropriate, licensed professional who is certified in the area of the student's disability.
- Documentation must be an official document on official letterhead, signed by the licensed professional.
- Documentation must identify the specific disability and functional limitation(s).
- Documentation must provide a diagnosis (permanent or temporary and, if temporary, the anticipated duration).
- Documentation must specify the recommended accommodation(s), which must link to the functional limitation(s).
- If necessary, the school may request an updated or more extensive evaluation.

Accommodations will be determined based upon the documentation of the disability. The Administrative Director shall confirm the specific accommodations with the student and also will confidentially inform the course instructor(s) of the accommodations. Students are encouraged to establish documentation early in the academic year, so that appropriate support may be provided as soon as possible.

Dress Code

Daily dress

- Must be appropriate for a school with young children in attendance, including appropriate length of shorts, skirt, or dress, and depth of neckline.
- Shoes must be worn at all times, especially in food service areas. Individuals will be asked to leave food service areas if they are not wearing shoes.

Class Attire

Ballet classes

Each ballet level has an assigned leotard color. We no longer require an exact uniform leotard, but suggestions are made to help you find a simple leotard style. Please refrain from wearing attached skirts, mesh, zippers, lace, prints, trim, rhinestones, etc. No warm-up clothing is allowed in class. A form-fitting wrap ballet sweater may be worn when the dancer is cold. **Dance Academy students:** please see the Dance Academy Dress Code at the end of this section.

Female Identifying Dancers:

Footed ballet pink or flesh-tone tights, pink or flesh-tone ballet shoes; leotard as listed below for level.

Male Identifying Dancers:

Plain white t-shirt with black tights and white socks with white ballet shoes.

- All ballet dancers must have hair securely pulled back off neck and out of face.
 - For example: in a bun, twist, pinned up braids, etc. No long ponytails.
- No jewelry except small earrings.
- In Ballet IV, Ballet V, and Ballet VI, a short ballet skirt may be worn for pointe class only.
 - Skirts must be solid in color and no longer than the top of thigh. No skorts, tennis skirts, etc.
- For dancers en pointe, pink or flesh tone pointe shoes.

- No stretch satin ribbon
- Traditional satin ribbon and flexers are ok.

[Pre-Ballet, Ballet Prep I, Ballet Prep II](#)

Required color: Pink

(Wear Moi brand - pink; Capezio brand - ballet pink; Mirella brand - pale pink)

Recommended style: Wear Moi Faustine

[Ballet I](#)

Required color: Light Blue

(Wear Moi brand - Sky; Capezio brand - Light blue; Mirella brand - Light blue)

Recommended style: Wear Moi Faustine or Abbie

[Ballet II](#)

Required color: Forest green

(Wear Moi brand - Forest green; Capezio brand - Hunter; Theatricals brand - Forest)

Recommended style: Wear Moi Abbie

[Ballet III](#)

Required color: Red

(Wear Moi brand - Red; Capezio brand- Red; Bloch brand- Red)

Recommended style: Wear Moi Abbie

[Ballet IV](#)

Required color: Royal Blue

(Wear Moi brand - Royal Blue; Mirella Brand- Royal)

[Ballet V](#)

Required color: Navy Blue or Black

*Friday option to wear any solid color of choice

[Ballet VI](#)

Required color: Black

*Friday option to wear any solid color of choice

[Tap classes](#)

For all Tap dancers, black leggings, jazz pants or shorts and a plain black t-shirt with no writing on it, camisole, or black leotard. Tap shoes.

For dancers coming from ballet or modern class:

Please wear whatever ballet or modern attire you already have on for class. Take your feet out of your tights and put on socks and tap shoes.

*For new Tap dancers, tap shoe style recommendations from The Dance Store are listed below. Any style of tap shoe is acceptable except for character or heeled tap shoes. We have extra tap shoes available to borrow if we have your size in our inventory.

Tap On Buckle Tap Shoe

Girls Velcro Tap Shoe

Unisex Tic Tap Toe

Creative Dance

Female Identifying Dancers:

Leotard or fitted t-shirt and leggings or fitted sweatpants. No shoes or socks.

Male Identifying Dancers:

Fitted t-shirt and leggings or fitted sweatpants. No shoes or socks.

- Creative Dance students with long hair must have hair secured back.

Modern classes

Female Identifying Dancers:

Black leotard and black footless leggings or tights. No shoes or socks.

Male Identifying Dancers:

Either plain white or black t-shirt with no writing on it and black footless leggings or tights. No shoes or socks.

- All modern dancers must have hair tied back.
- No jewelry except small earrings.

Jazz Classes

For all Jazz dancers, black leggings, jazz pants or shorts and plain black t-shirt with no writing on it, camisole, or solid-colored leotard. Jazz Shoes.

- All Jazz dancers must have hair tied back. No jewelry except small earrings.

For dancers coming from ballet class:

Please wear whatever ballet attire you already have on for class and jazz shoes.

* Jazz Shoe recommendations from The Dance Store are listed below. Any style of jazz shoe is acceptable.

Super Jazz Shoe

Hip-Hop Dance

For all Hip-Hop dancers, loose-fitting dance, athletic or streetwear, socks, and sneakers.

- Please do not wear tights and leotards in Hip Hop classes.

Dance Academy Dress Code

Ballet Class

Female identifying dancers

- Black leotard
- Pink or flesh tone tights
- Pink or flesh tone pointe shoes or ballet shoes for all classes and rehearsals
- No stretch satin ribbon. Traditional satin ribbon and flexers are ok.
- Skirts no longer than mid-thigh length may be worn at students' discretion

Male identifying dancers

- White t-shirt tucked in or white men's leotard
- Black tight

- White crew sock
- White ballet shoes for all classes

For Saturday class, female identifying dancers may wear any solid color leotard of choice with pink or flesh tone tights. Male identifying dancers may wear a solid color t-shirt (without graphics) tucked in or solid color men's leotard with black tights.

For rehearsals, female identifying dancers may wear any leotard and are welcome to wear black or colored tights instead of pink or flesh tone if preferred. Male identifying dancers may wear solid color shirt (without graphics) and any preferred color tights.

All dancers must have their hair neat, pulled up and off their face. No jewelry except small earrings.

Floor Barre

- Fitted warm-ups allowed and socks required.
- Refrain from putting hair in the back center of your head so that you are able to lay flat on your mat.

Contemporary

- Leotard and tights, ballet shoes, or socks.
- Please bring fitted long-sleeved shirt and pants to protect your bodies during floor work.

All dancers must have their hair neat, pulled up and off their face. No jewelry except small earrings.

Modern and Pilates

Female identifying dancers

- Black leotard and black footless leggings or tights.
- No shoes or socks.

Male identifying dancers

- Either plain white or black t-shirt with no writing on it and black footless leggings or tights.
- No shoes or socks.

All dancers must have their hair neat, pulled up and off their face. No jewelry except small earrings.

Conditioning

- All dancers are welcome to wear workout attire/active wear (sweatpants, leggings, t-shirts, or tank tops etc.)

All dancers must have their hair neat, pulled up and off their face. No jewelry except small earrings.

Hip Hop

- Loose-fitting dance, athletic or streetwear, socks, and sneakers
- Please do not wear tights and leotard in Hip Hop classes

Staff Treatment

Duty to Follow Directives: Students and their guests are required to follow the directives of The Colburn School staff members. Directives may include, but are not limited to, requesting compliance with any policy and requesting students and/or guests produce their identification. If a directive seems inappropriate, the student

should comply to the best of their ability and later follow up with a detailed report to the Administrative Director. At all times, it is expected that both the staff member and student will treat each other with dignity and respect.

Furnishing Accurate Information: Students and their guests are required to provide accurate information to all School staff and officials.

Harassment/Threats: The Colburn School staff are to be treated with respect at all times. Harassment, threats, and intimidation of staff members are prohibited. Any interference, physically or verbally, with staff members' ability to do their jobs is considered a serious policy violation and will not be tolerated.

Theft

Theft of any item belonging to a Colburn student, staff or faculty member, or of any item belonging to the School itself, is prohibited. This policy includes theft of food or merchandise items from the Colburn Café and other contracted vending services. Theft is considered an extremely serious matter by the School and will result in disciplinary action.

Weapons

Students and guests are not permitted to have weapons on campus at any time. This includes firearms (licensed or non-licensed), martial arts weapons, swords, knives (except small eating utensils and reed-making tools), cap guns, ammunition, or other weapons that may cause harm or fear in the community. This policy also applies to weapon facsimiles (e.g. fake guns, decorative swords, plastic nunchaku, etc.).

Damage/Vandalism/Theft of Property

The Colburn School believes that students should be held responsible for their actions and the actions of their guests. Therefore, students will be held financially responsible and charged for damages to the building, furniture, and equipment in the Residence Hall and Colburn buildings/spaces caused by either themselves or their guests. In addition, students will be charged with violation of policy and held responsible in the disciplinary process for excessive damage, vandalism, and/or theft of School property. In cases where the damage/vandalism/theft is severe or excessive (as determined by the School), legal or criminal proceedings may be pursued. If more than one student is associated with the damage, the total bill will be divided among the students associated with the space and charged to their accounts. See also Appendix B.

Gambling

Gambling is prohibited in all Colburn School facilities.

Smoking

The Colburn School is a non-smoking campus. At Colburn, the smoking of substances will not be tolerated, including but not limited to tobacco, marijuana, and/or vapes. Students over 21 may have these items in their possession but may not smoke on campus.

As a reminder, Federal and California law prohibits anyone under the age of 21 from purchasing, possessing, or consuming tobacco products in the United States.

Controlled Substances

The Colburn School requires the observance of all California State laws pertaining to illegal and prescription drugs. The Colburn School cares about the health and safety of its students and provides assistance for students who may need counseling or other services related to drug use or addiction.

- **Illegal Drugs:** The possession, sale, manufacture, and/or use of illegal drugs will not be tolerated anywhere on campus.
- **Drug Paraphernalia:** The possession of any items commonly thought to be associated with the use of illegal drugs, including but not limited to pipes, bongs, and hookahs, is prohibited on campus.

- Prescription and Over-the-counter (OTC) Drugs: The use of prescribed drugs by persons other than those to whom the drugs were prescribed is prohibited. The on-campus sale of any prescription drug is prohibited. The use of over-the-counter drugs for any purpose other than that for which they were intended is prohibited. The Colburn School reserves the right to require proof of prescription for drugs and/or controlled substances, including medical marijuana.

Consequences

Probation, Suspension, and Dismissal

Probation and Dismissal

The School reserves the right to place on probation or dismiss any student for the following reasons:

- Repeated lack of preparation
- Frequent absences (including more than three unexcused consecutive missed classes)
- Frequent tardiness
- Behavioral problems
- Failure to abide by School policies
- Delinquency in payment of fees

In cases where students are viewed as disruptive, uncooperative, or detrimental to the progress of the class, a faculty member may request that individual students either be removed from the class or not permitted to register. In all cases, the School shall decide whether a student should be dismissed, if a warning notice should be issued prior to dismissal, and/or if a parent-teacher conference is required.

Students in the TZDI may be placed on warning, probation, suspended, dismissed, or given a lesser sanction for failing to meet the standards of the school at any time during their enrollment. Decisions regarding warning, probation, suspension, and dismissal are communicated to the student by the Office of the Provost or Administrative Director and are based on the terms and policy stated herein.

Probation

- This is a temporary status, usually lasting one semester, but it may be extended for a second semester.
- The reason(s) for probation and the requirements for its termination are set according to the individual situation.
- The Administrative Director shall review the progress of all students on probation at the end of each semester, and shall then determine whether:
 - probation is lifted; the student returns to normal status;
 - probation is extended for another semester;
 - the student is moved to another program; or
 - the student is dismissed from the school.

Suspension

- This is a temporary status. The length of a suspension is determined on a case-by-case basis depending on the circumstances leading to the suspension.
- Delinquency in payment of tuition and fees may result in suspension of a student's enrollment. Suspended students shall not be allowed to attend classes, rehearsals, or lessons; instruction shall be resumed only upon full payment of any balance due. There will be no credit or make-up for any lessons or classes missed because of suspension.
- Students may be suspended for conduct that is in violation of the Code of Conduct, including but not limited to behavior that:
 - is detrimental to the academic environment;

- is detrimental to the well-being of the individual student;
- is detrimental to the well-being of other students, faculty, or staff members; or
- causes damage to the school's physical facilities.
- Once the decision is made to suspend the student, the Administrative Director shall inform the student of the terms to be fulfilled before the student is allowed re-entry.
- In order for the suspension to be lifted, the student must demonstrate to the school that all terms of the suspension have been met.
- A student returning from suspension may be placed on probation for a length of time to be determined by the Administrative Director, in consultation with the appropriate parties.
- The Administrative Director may require regular meetings with the student, or require other regular activities, in order to provide support for successful progress.

Dismissal/Expulsion

- This is a permanent status. The student's enrollment is terminated; financial support ceases, and all amounts owed to the school by the student come due.
- Dismissal from the Colburn School is a step not taken lightly and is generally the result of either severe lack of progress in applied or academic areas, or of some egregious disciplinary or ethics violation.
- The decision to dismiss is made by the Provost, Artistic Director, and Administrative Director in consultation with the faculty and other administration as needed in the specific circumstances.
- Re-entry after dismissal: Students who have been dismissed must re-apply and re-audit if they wish to return; re-admission is not guaranteed. Students who are granted permission to return shall be placed on probation for a minimum period of one semester after re-entry and must demonstrate satisfactory progress in order to continue in attendance. Other stipulations may be set by the Provost and Artistic Director, in consultation with the faculty, on a case-by-case basis.

Appealing a decision of probation, suspension or dismissal

Students who have been placed on probation, suspended, or dismissed from the TZDI have the right to appeal the decision. Appeals are not intended to allow for a second review of the facts of the matter and determination of whether the student is responsible for misconduct. A review of the matter will be narrowly tailored to the stated grounds for appeal.

A student may appeal a sanction where:

- a. There is significant new information related to the situation that was not available at the time of the initial review(s), and that would alter the finding and/or sanction(s) assigned in the case. The new information must be detailed in an appeal letter with an explanation of why the information was not available at the time of the sanction decision.
- b. There is evidence that the School failed to follow established procedures.
- c. The assigned sanction of probation, suspension, or dismissal is grossly disproportionate to the violation.

Appeals Procedure:

1. Appeal of the action is made to the Artistic Director. Appeal of any action must be made in writing, within seven calendar days of the action taken.
2. The Artistic Director will review the appeal with the Office of the Provost. A response will be made within 14 calendar days of the written appeal.

Withdrawal, Administrative

Administrative withdrawal is the involuntary withdrawal of a student as a result of official administrative action. In general, a student may be administratively withdrawn if they have repeated consecutive absences or if

payment has not been made after a reasonable number of notices. In either case, the TZDI staff will have made multiple attempts to resolve the situation before withdrawing the student.

ACADEMIC POLICIES AND PROCEDURES

Enrollment Commitment

When enrolling in a dance course, students are committed to the full curriculum for the 36 weeks. By signing up for classes, students are committing to attending the registered length of lesson time or class that has been reserved for them on a weekly basis for the duration of the academic year.

Exceptions to the Enrollment Commitment:

1. Adult courses are one semester in length. Students must re-enroll each semester.
2. Schedule conflict within course offerings (ex. Ballet VI and Modern V). Families must consult with the dance office for their set 36-week schedule.

All other exceptions must be approved by the School. Students must submit a written request for an exception by emailing the TZDI office at dance@colburnschool.edu.

Enrollment Policies and Level Placement

Artistic Staff will determine assignment of the student's appropriate class level through evaluation by audition for first time students and from Colburn class performance for returning students. Please note that it is likely that most students will remain in the same level for two or more years, depending on their age and skill level before advancing. All level placement is at the discretion of TZDI Directors and chairs.

Instructional Location

All instruction is conducted in person on the Colburn School campus.

Parent/Guardian Studio Access

Parents/Guardians may not enter dance studios without express permission or invitation. If a parent/guardian would like to schedule a meeting with an instructor or chair, meetings may be arranged through the Dance Office or by emailing dance@colburnschool.edu.

Registration Procedures

The registration procedures at the Trudl Zipper Dance Institute are designed to place students in appropriate levels through auditions, and other evaluation methods, including placement classes. These procedures help to minimize enrollment in inappropriate courses, and in so minimize the need to drop classes.

The withdrawal/drop period allows students to make changes to their enrollments within a specific time frame.

Exchanging Courses

Occasionally a teacher may recommend that a student enroll in a different class than the current one (for example, when a student is more advanced than the rest of the class). It is the parent's responsibility to contact the Dance Office in these circumstances, noting both the class to be dropped and the class to be added. All changes that result in a tuition charge or refund/credit require the approval of the Director(s); approval is not required if the change in class results in no change of fee.

Adding a Course

If a student is seeking to add a course, please reach out to the dance office to help schedule a placement class prior to registering with the dance office.

Drop or Withdraw Procedure

1. The parent/student must contact the Dance Office to request to drop a class.
2. Once receipt is confirmed by the Dance Office, the drop request will be reviewed by the Administrative Director.
3. The student is eligible for a 100% refund of tuition if written request was submitted to the Dance Office **PRIOR TO THE BEGINNING OF THE SECOND WEEK OF CLASSES.**
4. Between weeks 3 and 8, the student may be eligible for a refund of tuition up to 75%.
5. Between weeks 9 and 17, the student may be eligible for a refund of tuition up to 50%.
6. Between weeks 18 and 20, the student may be eligible for a refund of tuition up to 25%.
7. Beginning at the start of week 21, no refunds will be given.
8. Exceptions to the withdraw policy are made for injury or medical leave with physician documentation.

For the purposes of this schedule, a "week" is defined as Monday through Sunday

Under no circumstances will tuition be retroactively refunded or credited.

Additional Terms and Conditions

- **Informing an instructor of a decision to withdraw, stopping payment, or not attending class does not constitute a withdrawal.**
- Refunds and credits will not be provided in the case of an instructor reassignment, or if a class is taught by a substitute teacher for any reason.
- Deferred payment plans will remain in effect until tuition is paid in full. Withdrawing from a class does not guarantee cancellation of remaining payments.
- If a student withdraws from a class, they will be charged the full tuition if their withdrawal results in the class or ensemble being cancelled or disbanded.
- Refunds and credits are not given for student absences.
- If the student is no longer enrolled in any other classes, all parking decals and key cards must be returned to the School as soon as possible. The items may be returned in person at the cashier window or sent to the Colburn School c/o Accounts Payable. Any refund checks will be withheld until these items are returned.

Summer Session Drops

There are **NO REFUNDS** for summer classes following the start date. All summer camp and intensive tuition and fees are non-refundable.

Exceptions for Extenuating Circumstances

Exceptional requests for refunds due to a family or medical emergency may be made in writing to the School within 14 days of the missed class and must include appropriate documentation. Requests must be sent to the Dance office via email at dance@colburnschool.edu. There is no guarantee that a credit or refund will be approved due to a family or medical emergency.

Attendance Policy: Absences and Tardiness

Attendance Records

Attendance records for students are maintained by faculty. Students must make every effort to be on time for all classes. All classes will end at the scheduled time so that subsequent classes remain on time. No make-up classes will be scheduled for missed classes.

Tardiness

Faculty reserves the right to prevent a student from dancing in class if they feel the student is not properly warmed up. For the purpose of injury prevention, students who arrive fifteen minutes or more late to a dance class may instead be asked to sit and observe the class.

Absence Policy

Students must notify the Dance Office of anticipated absences as a courtesy to the faculty members; however, this does not exempt the student from payment as contracted. There will be no make-up classes for student absences. However, if the Trudi Zipper Dance Institute must cancel a scheduled class for any reason, a makeup class will be scheduled. If the student misses the make-up class, no second opportunity will be given.

Change in Status (Informational)

All students are required to notify the TZDI Office when a change in status occurs, e.g., a change in address, phone number, attendance, marital status, or any other change that may have an impact upon the completion of the student's education or the student's permanent record.

FEES AND PAYMENT POLICIES

Payment Policy and Information

Payment must accompany registration, whether online or by registration form. Payment of tuition and fees is expected in full at the time of enrollment unless a deferred payment plan is requested. Upon approval of a deferred payment plan, an initial deposit will be collected, and all remaining payments are due on or before the 15th of each month. All deferred payment plan arrangements must be made directly with the Dance office, and all payments will be handled by the Cashier. The Colburn School accepts cash, checks, e-checks, money orders, Visa, MasterCard, and Discover.

Any payments received after the 15th will be automatically assessed a \$35 late fee. Subsequent late fees will be charged every month until payment is received.

Deferred payment plans will remain in effect until tuition is paid in full. Dropping a class, ensemble, or private lesson does not guarantee cancellation of remaining payments.

Tuition and Fees

Tuition for classes is listed on our Registration Portal at www.colburnschool.edu/register/.

Registration Fee

A \$30 registration fee is applied to all new enrollments beginning August 1, 2025, for fall and year-long enrollments, or January 6, 2026, for spring enrollments. There is no registration fee for the summer session.

Refunds and Credits

A "refund" is defined as tuition paid that is returned to the student. A "credit" is an amount added back to the student's online registration account which can be applied towards future tuition.

Cash Payments

Payment in cash may be made in person at the Dance office or the Cashier's office.

Checks and Money Orders

These should be made out to the Colburn School. The Student ID Number and name should be written on the check or money order. Checks and money orders may be mailed in with the registration form (continuing students only) or may be submitted with the registration form in person at the Community School of Performing Arts Registration Office. A money order may be required if previous checks have resulted in non-sufficient funds.

Visa, MasterCard, and Discover

Payment by these credit cards may be made in person or by completing the appropriate payment authorization form or deferred payment plan agreement.

Late Fees

\$35 will be charged for overdue payments (after the 15th of the month).

Outstanding Balances

If an outstanding balance exists from a previous term, the student may not register for a new term until 100% of the outstanding balance is paid in full. If a balance remains unpaid after attempts by School staff to collect payment, then the faculty shall be informed and shall deny the student entrance to the class. If it becomes necessary to engage the services of a collection agency or attorney to effect collection or to settle any dispute in connection with our payment policies, the individual who signs the registration form agrees to pay the collection agency or attorney fees, reasonable expenses, and costs as incurred. The individual who signs the registration form understands and agrees to these terms.

Returned Check Policy

The Colburn School believes that payments are made in good faith. Individuals who repeatedly fail to meet their financial obligations to the School may have their enrollment revoked. The Colburn School has adopted the following procedure in the case of returned checks:

- A student is considered "registered" when the School has received payment for tuition and fees. If a check is returned by the bank or if a credit card is rejected, then the student may be dropped from their classes.
- When a check is returned by the bank, the School will notify the student/parent via phone.
- The student/parent must pay the amount of the check plus a \$25 penalty within one week of the phone call.
- If payment is not made, the student's registration will be cancelled.
- If payment is made after the student's registration is cancelled, the student must re-register at the prevailing rate.
- Students/parents whose checks are returned more than once will be required to pay all future registrations by money order or cash.

Deferred Payment Plan Options

Payment in full at the beginning of each term is encouraged. However, a deferred payment plan is available to help students/parents meet their financial obligations. The terms are as follows:

Semester/Annual Deferred Payment Plans

An eight-month payment plan can be arranged, provided an initial payment of 12.5% (1/8) of tuition is made through ASAP Connect. Students/parents who wish to take advantage of this option should complete the Payment Form, provided through ASAP Connect.

Summer Session Deferred Payment Plans

A two-part payment plan can be arranged for May-June for summer study. The terms of this plan are:

- Students must register by May 1 and pay 50% of total charges plus a one-time fee of \$25.
- The remaining 50% is due prior to the start of the summer camp or intensive start date. If a dancer is enrolled in more than one camp, the payment is due in full prior to the start of the first camp/intensive.

A late fee of \$35 will be automatically assessed if payment is not received by June 15. Subsequent monthly late fees are charged until payment is made in full.

Camps/Workshops or classes that last one week or less must be paid in full and do not qualify for any payment plans.

Pro-rated Tuition

Students are strongly encouraged to enroll and begin classes only at the start of the year so that they are not behind in class curriculum. However, on a case-by-case basis and with prior approval of the Director(s), students may be invited to enroll after week 4 of the program and be charged tuition on a pro-rated basis. Any enrollment within the first 4 weeks of the program will be charged 100% of tuition.

Students beginning instruction after the start of a semester will be charged tuition on a pro-rated basis, as follows.

Full-Year Classes (Fall & Spring)

- Weeks 1–8: 100% of tuition is charged
- Weeks 9–16: 75% of tuition is charged
- Weeks 17–24: 50% of tuition is charged
- Weeks 25–32: 25% of tuition is charged, although it is very rare that a student is permitted to join this late in the semester.

Single-Semester Classes

- Weeks 1–4: 100% of tuition is charged
- Weeks 5–8: 75% of tuition is charged
- Weeks 9–12: 50% of tuition is charged
- Weeks 13–16: 25% of tuition is charged, although it is very rare that a student is permitted to join this late in the semester.

Tuition is not pro-rated for Summer Session classes, camps, or intensives.

Parking Permit Replacement

\$10 will be charged to replace lost permits.

Key Card Access/ID Badge Replacement

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 Dance 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.

POLICIES AND PROCEDURES

Physical Contact Policy

Participation in the performing arts may involve physical contact from instructors as part of the teaching process, to help demonstrate techniques or correct form. By enrolling at the School, students and parents acknowledge and consent to such appropriate instructional contact.

If a student is sensitive to touch or prefers not to be touched, students may inform the instructor directly, or families can reach out to the dance office who will relay the information to the faculty member(s). Every effort will be made to accommodate and respect the student's preferences.

Building Policies

Personal Belongings & Lockers

The Colburn School is not responsible for loss of or damage to personal property. The School provides day lockers in which students can place personal belongings on the lower level of the Grand Building and on the second level of the Olive Building. These lockers are coin-operated; the cost is 50 cents per day. Lockers are for day use only, not overnight storage. The School emphasizes that personal belongings should not be left in the practice rooms or lying about the building.

Concert Hall Policies

Zipper Hall and Thayer Hall are the Colburn School's two prominent public performance venues. Due to the nature of concerts in these halls, the School has developed specific policies for performances in these spaces. Audience members, whether Colburn School students, parents, faculty, staff, or guests, are asked to abide by these policies, and to understand that they are in place for the benefit of audience and performers alike.

Recording of Performances

Recording or photographing performances is not permitted. Archival prints of performances may be available upon request with some restrictions per protocols outlined in the "Recording" section of this Handbook.

Seating

It is highly recommended that audience members arrive early to secure seating. Ushers will be present at most performances in Thayer Hall and Zipper Hall to hand out programs, guide audience members, and ensure that seating of the audience is efficient and smooth.

Late Seating

Once an event in Zipper Hall or Thayer Hall has begun, late seating, if allowed at all, will occur either after the first movement of the first work, or at the end of the first work during the audience's applause. Subsequently, latecomers will be seated during applause or at intermission only. Flat screen monitors in the lobbies are provided so that latecomers may enjoy the performance before being allowed into the halls.

Ushers will seat latecomers quickly and quietly at the appropriate moment. Patrons are asked not to proceed to their assigned seats unless an usher allows seating. The cooperation of our guests is appreciated. Our goal is to provide our artists and audience members with a professional performance, with as little distraction and disruption as possible.

Infants and Children

Formal public concerts (e.g., Distinguished Faculty Recitals, orchestra concerts, guest artist events) are not appropriate for infants. Guests who bring very young children to attend concerts are advised to request seats at the rear of the hall, or to sit near the exits, as the normal movement of very young children is distracting to performers and other guests. This also allows quiet exits when young children are unable to sit quietly for an entire program.

Colburn's family-style performances (e.g., Suzuki recitals, Children's Choir concerts, etc.) are more relaxed in atmosphere. However, we encourage parents to remove infants and very young children from the concert halls if they become disruptive. Ushers will request that parents remove very young children if they become a disturbance for other guests.

Laptop Computers and Electronics

Laptop computers are not allowed in Zipper Hall or Thayer Hall during concerts. Guests arriving with laptop computers will be asked to store the computers in their vehicles but be advised that the Colburn School assumes

no responsibility for these items. Cell phones and paging devices should be silenced prior to the start of any performance.

Publicity

By enrolling at the Colburn School of Performing Arts, all students and parents (of those students under 18 years of age) consent to be filmed, recorded digitally or by video tape or other technology, and/or photographed (collectively, "recorded") by the Colburn School or other parties to whom the School has granted permissions. The student grants the school the non-exclusive right to use and license others to use the student's recorded performances, name, and likeness in connection with such performances, as applicable, for promotional purposes as well as for broadcast, distribution, exhibition, in all media, and formats including, without limitation, electronic and digital media, television, and the Internet, throughout the world in perpetuity, and waives any right to inspect or approve performances as recorded. Students agree that the Colburn School may, at its sole discretion, provide photos, sound recordings, or video footage of the student to third parties for commercial, promotional, recruiting, or educational purposes. This includes any medium now known or hereafter devised, including but not limited to radio stations, television stations, and online streaming services. Colburn will be responsible for obtaining any licenses for compositions performed.

Copyright Policy

The copying of sheet music, books, articles, and sound recordings is generally prohibited. Exceptions to this rule apply if the purpose for duplication is for classroom use under the "fair use" clause.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- the effect of the use upon the potential market for, or value of, the copyrighted work.

The fact that a work is unpublished shall not in and of itself bar a finding of fair use if such finding is made upon consideration of all the above factors. In addition to the fair use rule, copying is accepted if one of the following conditions applies:

Music scores:

- Single copies for library reserve use (academic purposes other than performance): an entire performable unit (section, movement, aria, etc.) may be copied if the unit is out of print or available only in a larger work.
- Multiple copies for classroom (non-performance) use: excerpts may comprise no more than 10% of the whole work and may not constitute a performable unit.
- Orchestral excerpts for auditions are often available in published sources (excerpt books), IMSLP, the LA Public Library, or from the audition organization. The Performance Librarian is often able to assist with difficult to find and/or copyright protected excerpts but will need time to process a request. If a work is protected, rights will need to be obtained from the publisher for use.

Sound recordings:

- Non-music recordings: Discs may not be copied unless there is no replacement recording available commercially. However, recording brief excerpts is considered fair use.
- Music recordings: A single copy may be made by faculty for the purpose of constructing aural exercises or examinations. Otherwise, the restrictions on copying non-music recordings apply.

Any questions regarding copyright and fair use should be addressed to the Director of the Colburn Library.

Video, Photography, and Recording Policies

Recording/Photography of Performances, Master classes, Rehearsals, Events, etc.

Current students and their parents or guardians, alumni, faculty and administrative staff are prohibited from:

- Personally recording, filming, or photographing;
- Hiring a third-party vendor to record, film, or photograph;
- Authorizing any member of the Colburn community or a third party to record, film, or photograph.

Use of audio or video recordings for public distribution, whether print, digital, or broadcast, must receive express permission from, and in coordination with, the Communications Office.

Recording/Photography of Classes

Recording, either video or audio, of classes may be desirable for educational purposes. Students may not record classes without express permission from the teacher. Such recordings may only be made for personal use and at no time may they be distributed, published, shared or posted online.

Access to Recordings of Public Performances

Students may request recordings of performances that they participated in by emailing the dance office at dance@colburnschool.edu. Include “Recording Request” in the subject line; include the name of event, date, time, and location of the event in the body of the email. Please allow 5 business days for the Dance department to respond to your email with a link to the recording.

Privacy and Social Media

Under Education Code Section 99121, Colburn is prohibited from requiring or requesting that a student, prospective student, or student group do any of the following: (a) disclose to Colburn a user name or password for accessing personal social media; (b) access personal social media in the presence of a Colburn employee or representative; or (c) divulge any personal social media information to Colburn.

Under Education Code Section 99120, “social media” is defined as “an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations.”

Institutions are prohibited from suspending, expelling, disciplining, or threatening to take any of those actions, or otherwise penalizing a student, prospective student, or student group in any way for refusing to comply with a request or demand that violates the aforementioned prohibitions. Institutions are not prohibited from: (1) exercising rights and obligations to protect against and investigate alleged student misconduct or violations of applicable laws and regulations; or (2) taking any adverse action against a student, prospective student, or student group for any lawful reason.

Environmental Policy

The Colburn School takes measures to reduce waste at the source by using low-energy light bulbs, replacing old items with environmentally-responsible alternatives, reusing waste components, recovering and recycling waste, adopting the practice of responsible energy management through reduced consumption and the encouragement of energy efficiency throughout the school, encouraging the use of public transport, providing facilities for the disabled, pedestrians, and cyclists, and aiming for continuous improvement. As such, students are expected to conserve electricity, conserve water, recycle, and reduce waste.

Right to Change Student Catalog and Handbook

The information in this Student Catalog and Handbook is up to date at the time of publication. The Colburn School reserves the right to make changes to its course offerings, program requirements, regulations, policies and procedures, and fees and expenses as educational and financial considerations require. Updates during the school year shall appear in the digital version of the catalog on the school's website, which shall be the most current version of all policies and procedures.

Sexual Assault Policy

Under Section 94385 of the State's Education Code, the Colburn School must have a written procedure to ensure that students, faculty, and staff who are victims of sexual assault on campus or during a school-related function shall receive treatment and information. Victims of a sexual assault are not required to disclose their name unless they wish, provided the victim is over age 18. As a result, the following activities may need to be adjusted to reflect the victim's wishes. Per Education Code Section 94385, for purposes of this policy "sexual assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

- Sexual assault is illegal and not tolerated at the Colburn School.
- The Los Angeles Commission on Assaults Against Women (LACAAW) is the nearest rape crisis center for men and women. The Center provides a 24-hour hotline (213-626-3393) for the reporting of sexual assault. Victims of assault may find medical aid at California Hospital, located at Grand Avenue and Venice Blvd., just minutes from the Colburn School. California Hospital has a Sexual Assault Response Team (SART) staffed by trained nurse examiners. The LACAAW, at the victim's request, will provide a counselor to accompany the victim to the hospital, 24 hours a day.
- Reporting sexual assault to the police ensures professional assistance for the victim and strengthens the case for prosecution. It is recommended that the police be contacted immediately by calling 911. Assault on any individual under the age of 18 must be reported to the police. An individual over the age of 18 may request confidentiality. However, the hospital is required to report all sexual assaults. Note that the Colburn School encourages report of the assault, for the sake of the victim and to prevent further assaults of other victims.
- Inform a member of Colburn administration of the assault as soon as possible (i.e. the Artistic and/or Administrative Director, Office of the Provost, Security Guard on duty, or Resident Advisor on Call)
- If the assailant is a member of the campus community and is convicted of the assault, they shall be subject to disciplinary action within the school.
- The Director(s) or other administrator shall refer the victim to follow-up counseling through one of several counseling services that are available in the community.
- The Director(s) or other administrator shall be responsible for on-going case management, including keeping the victim informed of any in-house disciplinary proceedings, and shall be available to assist the victim with any academic difficulties that may arise because of the victimization and its impact. Additionally, the staff at the Colburn School shall work with LACAAW and/or other help groups to ensure that the victim receives any and all available assistance.
- Students and staff shall refer any inquiries from the press to the Vice President of Communications, who shall protect the confidentiality of the victim and the accused (until the criminal system has determined guilt).

A victim of sexual assault shall be reminded by the Director(s) or other administrator of all the options and services listed above.

Sexual Harassment and Other Unlawful Harassment Policy

The Colburn School is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. The Colburn School will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, ancestry, age, religion, disability, perceived disability, sexual orientation, gender expression, or any other legally protected characteristic. Online behavior lasts forever, as everything we post, share, or comment on can be stored and accessed indefinitely, potentially impacting our future opportunities and relationships, making it crucial for us to be mindful and responsible digital citizens. This includes private and public communications.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment or academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances, propositions, or sexual innuendo.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic progress; (2) submission or rejection of the conduct is used as a basis for making employment or academic decisions; or (3) the conduct has the purpose or effect of interfering with work or academic performance, or creating an intimidating, hostile, or offensive environment.

Discriminatory and sexually inappropriate behavior/harassment can be verbal and in writing and includes but not limited to online, phone calls, text messages, emails, social media posts and messages, videos, photos, and verbal and physical contact on and off campus.

Reporting Harassment, Discrimination, or Inappropriate Conduct

The Colburn School is committed to an environment where open, honest communications are the expectation, not the exception. Anyone experiencing or witnessing sexual or other unlawful harassment must report it immediately. The School offers multiple pathways for communication and encourages you to come to the Director(s) or Office of the Provost. However, we realize that there may be times when you do not feel comfortable reaching out directly and prefer to remain anonymous. Our reporting hotline, operated by an independent company, was established for this type of circumstance. Any student can submit a report via phone or online.

Provider of Hotline Services: The Network

To contact by phone: 877-749-2895

To report online: colburnschool.ethicspoint.com

The information provided will be sent to us on a totally confidential and anonymous basis if the person making the report should so choose. There shall be no punishment or reprisal for reporting sexual harassment, asking questions, or raising concerns about it.

All allegations of sexual harassment shall be quickly and discreetly investigated. To the extent possible, the identities of those involved shall be protected against unnecessary disclosure. When the investigation is completed, the person reporting the situation (unless anonymous) shall be informed of the outcome of the investigation.

Anyone who engages in sexual or other unlawful harassment will be subject to disciplinary action, including dismissal from the school or termination of employment.

NOTE: This policy is not intended to be a substitute for legal advice or to provide legal guidance of any kind.

Stalking Policy

Purpose: The Colburn School is committed to providing a campus environment free of violence and discrimination for all members of the campus community. For this reason, the school does not tolerate stalking and will pursue the perpetrators of such acts as much as possible. The Colburn School is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies to all students at the Colburn School.

Stalking is a crime in California and is subject to criminal prosecution. Students perpetrating such acts of violence shall be subject to disciplinary action. This can include expulsion from the Colburn School and/or criminal prosecution.

Definition of stalking: Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. "Course of conduct" is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct."

Stalking behaviors: Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including but not limited to:
 - Posting pictures or information on social media or websites.
 - Sending unwanted/unsolicited email or talk requests.
 - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards.
 - Installing spyware on a victim's computer, phone, or other electronic devices
 - Using technology to track and to monitor a victim.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim.
- Surveillance or other types of observation including staring or "peeping."
- Trespassing.
- Vandalism.
- Non-consensual touching.
- Direct verbal or physical threats.
- Gathering information about an individual from friends, family, and/or co-workers.

- Threats to harm self or others.
- Defamation—lying to others about the victim.

Reporting stalking: The Colburn School encourages reporting of all incidents of stalking to law enforcement authorities and respects the reporting decision of the victim. Advocates in the Office of Housing and Residence Life, the Conservatory Office, and the Security Office are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking choosing to pursue the reporting process have the right to assistance or consultation of an advocate. The Colburn School offers services to victims even if they choose not to report the incidents. The Offices of Residence Life, Conservatory, and Security provide services, advocates, and information for victims in a safe, supportive, and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims also may seek restriction of access to the school by non-students or non-employees in certain circumstances.

Anyone experiencing or witnessing stalking behavior must report it immediately to a member of Colburn administration (i.e. the Artistic and/or Administrative Director, Office of the Provost, Security Guard on duty, or Resident Advisor on Call). There shall be no punishment or reprisal for reporting stalking behavior or suspected stalking behavior or asking questions or raising concerns about it. All allegations of stalking behavior shall be quickly investigated.

Any student, faculty, or administrator who becomes aware of possible stalking behavior must immediately advise the Provost, Director(s), or any member of the administration so the allegation can be investigated in a timely and confidential manner. Any person who engages in stalking shall be subject to disciplinary action, up to and including dismissal from the school or termination of employment.

In certain instances, the Colburn School may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, it is crucial in these circumstances to consult with School Security since reporting may compromise the safety of the victim.

Personal safety concerns are very important for stalking victims. Crisis intervention and victim safety concerns shall take precedence.

Safety for Victims of Stalking: The Colburn School is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining help in one or more of the following areas:

- No-contact order.
- Services of a student victim advocate.
- Witness impact statement.
- Change in an academic schedule.
- Provision of alternative housing opportunities.
- The imposition of an interim suspension on the accused.
- The provision of resources for medical and/or psychological support.

For assistance obtaining these safety accommodations, please contact the Dance Office, Office of the Provost, a member of the Residence Life team, or Director of Security.

If safety is an immediate concern, encourage the victim to contact law enforcement or school security for assistance.

Stalking Victim's Rights: Students on our campus have the right to live free of behaviors that interfere with students attaining their educational goals. Students who report stalking have the right to:

- Treatment with dignity and respect, not subjected to biased attitudes or judgments.
- Not having past and irrelevant conduct discussed during any resulting proceedings.
- Changes in academic and/or living situations, if possible.
- All support services regardless of the choice to file a school or criminal complaint.
- Submission of a written account of the incident and a victim impact statement.
- Having a person of choice, including legal counsel or an advocate, present throughout the proceedings.
- Having one's identity protected to the extent possible in the individual circumstances.

Victims can request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. Requests will be accommodated whenever possible.

Rights of the accused: Students accused of stalking behaviors have rights on this campus. These rights include:

- The right to know the nature and source of the evidence used in the hearing process.
- The right to present witnesses and material evidence relevant to the case.
- The right to an advocate or attorney to aid in the preparation and presentation of the case.
- Access to all usual services provided through the school, including access to the school's Clinical Consultant for Mental Health if requested.
- Residence Hall relocation.
- Consultation with a campus official regarding academic support services and referrals to community resources, when appropriate.
- The right to appeal a disciplinary decision, as noted in the Student Grievance policy above.

Disciplinary process: Disciplinary sanctions for violations of this Stalking Policy shall be imposed in accordance with school policies as defined in this handbook. Sanctions may include probation, suspension, or dismissal, as determined on a case-by-case basis.

Accused parties should refer to this Student Catalog and Handbook for more information on their rights, resolution of disciplinary charges, disciplinary procedures and responsibilities, and appeals process.

The Colburn School takes very seriously its responsibility to individual students, to the student body as a whole, and to the Colburn community. The School reserves the right to act in such a way as to protect the integrity of the educational endeavor. Actions on the part of the school may include, but are not limited to, the temporary suspension of parties involved, the relocation of said parties, or the involvement of civil authorities in order to protect the interests of the community and the institution.

Statutory Rape Policy

This policy addresses the legal limits of sexual relations. The student body of the Colburn Conservatory of Music includes "minors" (defined as persons under the age of 18) and "adults" (defined as persons at least 18 years of age). In addition, the school may house minor residents in the same facility as Conservatory students. All members of the Colburn community must be aware of state law regarding sexual relations with minors (California Penal Code – Section 261.5). While the school does not intend to dictate an individual's right to have a relationship with another individual, the school must abide by State law and follow legal protocol in cases where the law is violated.

Under California law, "Statutory Rape" is defined as any sexual contact including intercourse that occurs between an adult and a minor, even if both parties are minors. There is no legal consent under the age of 18. This may not apply if the parties are legally married. Statutory Rape may result in jail time and substantial financial penalties.

The Colburn School is required by law to report instances of sexual misconduct to the Los Angeles Police Department (LAPD) and its Department of Child Protective Services (DCPS). Once this report is made, the DCPS begins a criminal investigation. While this investigation is under way, the school shall take whatever steps it deems necessary to protect the institution and the individuals involved.

Information Technology (IT) Acceptable Use Policy

The Information Technology (IT) Department of the Colburn School provides computing, networking, and information resources to students, faculty, and staff. All IT policies and standards are part of this Handbook, whether contained herein or issued separately. Students are required to abide by these policies; violators of these policies shall be disciplined through the campus disciplinary process, in accordance with school policy and based on the severity of the violation.

Policy Statement: All individuals granted access to the Colburn School's Information Resources must follow the acceptable use rules set forth in the Acceptable Use of Information Resources Policy Agreement Form section below. This policy is established to achieve the following:

- To establish prudent and acceptable practices regarding the use and safeguarding of Information Resources.
- To educate individuals who may use Information Resources with respect to their responsibilities associated with such use.
- To ensure compliance with applicable statutes, regulations, and mandates regarding the management of Information Resources.

Rationale: The Colburn School strives to maintain access for its faculty, staff, and students (the "users") to local, national, and international sources of information, and to provide an atmosphere that encourages sharing of knowledge, creative processes, and collaborative efforts within the Colburn School's educational, research and service missions. Access to these electronic information systems is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly, responsibly, and prudently. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users and take care in acting responsibly to safeguard the security and confidentiality of electronic resources, information, and similar assets.

The Colburn School relies on networked computers and the data contained within those systems to achieve its missions. This Acceptable Use Policy is to protect these resources in accordance with state and federal laws and regulations, and in accordance with the Colburn School's Human Resources and Information Technology policies and procedures. Formal acknowledgment of the Acceptable Use Policy by all individuals accessing the Colburn School's Information Resources serves as a compliance and enforcement tool.

Scope: This policy applies to all users of Information Resources at the Colburn School including employees, contractors, consultants, faculty, students, alumni, volunteers, guests, external individuals, or organizations and individuals accessing external network services such as the internet via the Colburn School's facilities.

Privacy and Security: There is no inherent expectation of privacy for information stored on the Colburn School's information resources, except as provided by federal and state law and other school policies. Every effort will be made to maintain individual privacy, but the Colburn School will not be liable for the failure of these privacy efforts. While the school does not routinely monitor individual usage of its information resources, the normal

operation and maintenance of the school's information resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and network ports for anomalies and vulnerabilities, and other such activities that are necessary for the rendition of services.

The Colburn School provides information technology (IT) and networks to make information available in an academic setting. Users should understand that this openness brings with it some inherent risks based on the nature of the Internet and other threat sources. Where sensitive information is processed in an official capacity, the IT policies of the Colburn School are intended to provide reasonable and appropriate protections to ensure the confidentiality and integrity of such data while making that information available to authorized persons.

Compliance: Failure to comply with the appropriate use of information resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property, and subjects one to disciplinary action.

The Colburn School reserves the right to place restrictions on the use of its electronic resources in response to complaints that present evidence of violations of Colburn School policies, rules, regulations, or codes, or local, state, or federal laws and regulations. Actions that violate these policies can result in immediate disabling, suspension, and/or revocation of the account owner's privileges pending review for further action. Such unauthorized or illegitimate use of electronic resources including computer accounts, resources, or facilities may subject the violators to appropriate disciplinary, criminal prosecution and/or legal action by the Colburn School and/or the State. If evidence is established, the Colburn School authorities responsible for overseeing these policies and codes will be consulted on the appropriateness of specific actions.

Glossary:

Information Resources: Any and all computer printouts, online display devices, mass storage media, and all computer-related activities involving any device capable of receiving email, browsing web sites, or otherwise capable of receiving, storing, managing, or transmitting data including, but not limited to, servers, personal computers, notebook computers, hand-held computers, personal digital assistants (PDA), pagers, distributed processing systems, network attached and computer controlled equipment (i.e., embedded technology), telecommunication resources, network environments, telephones, fax machines, or printers. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Governing Regulations and Standards:

International Organization for Standardization (ISO) 27002:2005 Clause 7.1.3.

Asset Management, Acceptable Use of assets.

General Policies

- Information resources are provided for the express purpose of conducting the business of the Colburn School.
- The Colburn School Information Resources must not be used to: engage in acts against the mission and purposes of the Colburn School, intimidate or harass, degrade performance, deprive access to information resources, obtain extra resources beyond those allocated, or circumvent the Colburn School's security measures.
- Information Resources must not be used to conduct a personal business or used for the exclusive benefit of individuals or organizations that are not part of the Colburn School system.
- Pornographic materials must not be intentionally accessed, created, stored or transmitted.

- Students, employees, contractors, and consultants must not give the impression that they are representing, giving opinions, or making statements on behalf of the Colburn School unless authorized (explicitly or implicitly) to do so in email or postings to news groups, chat rooms, or list serves. They should use a disclaimer stating that the opinions expressed are their own and not necessarily those of the Colburn School, unless the posting is related to normal business responsibilities or unless it is clear from the context that the author is not representing the Colburn School. An example of a simple disclaimer is: "The opinions expressed are my own, and not necessarily those of my employer or school."
- Users must not copy or reproduce any licensed software except as expressly permitted by the software license, use unauthorized copies on school-owned computers, or use software not approved for use on system computers (approval from the Information Technology Services management).

Data Protection

- Data will be accessed on a need-to-know basis. Users of Information Resources must not attempt to access data or programs contained on systems for which they do not have authorization or explicit consent.
- All Colburn School data (electronic files) will be saved on network servers to ensure backup of the data.
- All records (electronic or paper) will be maintained in accordance with the Colburn School records retention policies and records management guidelines.

Virus Protection

- All computers connecting to the Colburn School network must run current virus protection software. This software must not be disabled or bypassed with the exception of installation of software, or other special circumstance or procedure that requires the temporary disabling of virus protection software. Computers found to be infected with a virus or other malicious code will be disconnected from the Colburn School network until deemed safe by the Information Technology Services Department.

Email

- The following email activities are prohibited by policy:
 - Using email for purposes of political lobbying or campaigning.
 - Posing as anyone other than oneself when sending email, except when authorized to do so by the owner of the email account.
 - Reading another User's email unless authorized to do so by the owner of the email account, or as authorized by policy for investigation, or as necessary to maintain services.
 - Use of email software that poses high security risks to the Colburn School Information Resources.
 - Sending or forwarding chain letters.
 - Sending unsolicited messages to large groups except as required to conduct Colburn School business.
 - Sending excessively large messages or attachments unless in performance of official Colburn School business.
 - Sending or forwarding email that is likely to contain computer viruses, worms, or malware.

Harassment, threats, stalking, and similar activities

- Users may not use electronic communications to harass, stalk, or threaten others, or in similar ways create an atmosphere which unreasonably interferes with the education or employment experience. Communication that contains abusive, offensive, or intimidating language and is repeated, unsolicited, unwanted, or unwelcome may constitute harassment.

Abuse, damage, or destruction of electronic resources

- Users must take care not to engage in activities that, without proper authorization:
 - Overload the computing systems and networks, such as excessive use of processor time, data storage, or bandwidth, or activities which otherwise impair or negatively impact performance and availability.
 - Interfere with, disable, damage, obstruct, or in similar manner impede the normal function and accessibility of computer or communication systems, or computer data, files, and other information.
 - Attempt the unauthorized connection, removal, or modification of computer or communication devices.

Students will be held financially responsible and charged for what is caused by themselves or their guests. In addition, students will be charged with violation of policy and held responsible in the disciplinary process for excessive damage, vandalism, and/or theft of School property. In cases where the damage/vandalism/theft is severe or excessive (as determined by the School), legal or criminal proceedings may be pursued. If more than one student is associated with the damage, the total bill will be divided among the students associated with the space and charged to their accounts.

Security

- Security programs or utilities that reveal or exploit weaknesses in the security of a system, or that reveal data by circumventing established authorization procedures and systems should not be downloaded and/or used by users. For example, password cracking programs, packet sniffers, or port scanners on Colburn School's Information Resources should not be used. Only the Information Security Manager (ISM) and authorized IT staff may utilize security programs and utilities for security audits and vulnerability testing.

Users must report any identified weaknesses in the Colburn School's computer/information security and any incidents of misuse or violation of this agreement to an immediate supervisor, department head, school administrator, or Information Technology/Security management.

Housing and Residence Life

Residence Life Staff

Residence Life at the Colburn School provides residents with personal, physical, and mental support. The Office of Housing and Residence Life is on the 2nd floor of the Olive Building across from the laundry room, Suite O242.

The Residence Life staff is committed to making the Colburn experience meaningful as well as fun. The team members are trained professional staff whose principal areas of focus include safety, security, personal support, programming, community development, and policy enforcement.

Manager of Housing and Residence Life - Brianna Garcon

Assistant Manager of Residence Life and Academy Coordinator – Cynthia Kamurigi

Assistant Manager of Residence Life – Sage Ousley

Residential Advisors – Alexis Mancilla, James Day and Kevin Allen

12th Floor Housing

The 12th floor of our residence hall is a dedicated community for residential Music and Dance Academy students. This ensures additional security, as access to the floor is restricted to 12th floor residents only. The floor community is mixed gender, meaning students of all genders live on the same floor, while roommates and suitemates are assigned with consideration for gender identity and student comfort. Academy students on the 12th floor are typically 15–18 years old, with some students turning 19 during the academic year. Housing assignments are made with consideration for student safety, well-being, and community balance. A trained Residence Life staff member also resides on the 12th floor, providing supervision and support to students throughout the year.

Duty to Follow Directives

Students and their guests must follow the directives of The Colburn School staff. Directives may include requesting compliance with any policy, requesting that students open their door for discussion of any issue, and requesting students and/or guests produce their identification. If a directive seems inappropriate, the student should comply to the best of their ability and later follow up with a detailed report to the Director of their program. At all times, it is expected that both the staff member and student will treat each other with dignity and respect.

Furnishing Accurate Information

Students and their guests are required to provide accurate information to all School staff and officials.

Harassment/Threats

The Colburn School staff are to be treated with respect at all times. Harassment, threats, and intimidation of staff members are prohibited. Any interference, physically or verbally, with staff members' ability to do their jobs is considered a serious policy violation and will not be tolerated.

Contact Information

A Residence Life staff member is on call 24 hours a day, seven days a week, while the Residence Hall is open, and can be reached by phone at 213-590-7277. The on-call staff member can also be reached by calling the Security Command Center at 213-621-4500 or by visiting the Olive Security Desk on the 3rd floor of the Olive Building

Move-In and Move-Out Procedures

The Office of Housing and Residence Life is committed to supporting all residents during the important transition periods of move-in and move-out each academic year. While our staff is available to assist, residents are responsible for transporting and managing their own personal belongings.

Move-In

For the 2025–2026 academic year:

- New incoming students may begin moving in on Saturday, August 23, 2025.
- Returning students may begin moving in on Sunday, August 24, 2025.

Package Deliveries

Students may begin sending packages to the Colburn School starting August 1st, 2025. Please ensure that all items are properly labeled for timely and accurate delivery.

Packages that arrive between August 1st and the official move-in day will be securely placed in each student's assigned bedroom.

Any packages that have not yet been placed in rooms by move-in day will be available for pick-up at the mailroom during regular mailroom hours.

Opening Week Events

The Office of Housing and Residence Life plays an active role in Orientation Week. Students are expected to prioritize their schedules to attend all mandatory sessions during move-in and opening week. In addition, a range of social and educational events are offered to help students acclimate campus life and the Downtown Los Angeles community. Participation is highly encouraged.

Room Condition Reports

All students must complete a Room Condition Report to document the initial condition of their assigned suite.

Roommate Agreements

At the beginning of the year, students are expected to complete a suitemate agreement to help establish shared guidelines and expectations for living together in the suite.

Move-Out

All residential Dance Academy students are required to move out by 12:00 p.m. (noon) on May 31, 2026. Students must pack and remove all personal belongings from their suites by this deadline.

To facilitate a smooth process, Residence Life will provide information regarding move-out procedures.

- Students must return their Colburn ID badge to Residence Life at move-out, regardless of future enrollment plans.
- Students must return their mail and room keys.
- Students are required to complete a Room Condition Report at move-out to accurately document the condition of their suite.

Please Note: The School requires both move-in and move-out inspections of all suites by Residence Life staff members and members from the Engineering team. During the inspection, a Room Condition Report will be completed that documents the overall condition of the suite, including bedrooms and bathrooms, as well as any specific damage, cleaning needs, and/or maintenance problems. Residents will be billed for any damage beyond normal wear and tear and any additional cleaning beyond what is normally completed identified at move out. Residential students will not be charged for any damages that they listed on their student Room Condition Report at the beginning of Fall semester. All charges will be removed from the student Damage Deposit Fee. Should the charges accrued during the move out inspection exceed the Damage Deposit Fee, the student will be charged the remaining balance over the summer.

Holiday Procedures

Winter Break

All residential Dance Academy students must vacate the residence halls by 12:00 p.m. (noon) on December 20, 2025.

Students may leave belongings in their assigned suite; however, be advised that maintenance or repairs may occur during the break, and staff may need to access rooms.

Residential Academy students may return to the Residence Hall on January 11, 2026.

Summer Break - Storage

Students are responsible for arranging their own summer storage, including:

- Securing a storage facility
- Purchasing and transporting boxes
- Retrieving items upon return

Collaboration with U-Haul Collegeboxes

The Office of Housing and Residence Life partners with U-Haul College Boxes, a trusted service that assists students with storage and transport during summer transitions. Information on how to utilize this service will be provided in the spring semester.

Please Note:

- Storage in campus spaces (e.g., practice rooms, faculty studios, classrooms) is strictly prohibited.
- Students may not leave personal items or instruments in their teacher's studio.
- Any items left in unauthorized areas will result in a fine.
- The Colburn School is not liable for any loss or damage of items stored over the summer.

The Colburn School does not provide property insurance or financial protection, nor does it assume any responsibility or liability for any loss of, damage to, or destruction of students' personal items, or for any articles left during Winter Break, Spring Break, or after vacating the premises in May.

Housing Assignments

Housing Assignments & Room Selection Process

The Office of Housing and Residence Life is committed to providing students with a comfortable and supportive living environment. To participate, students must complete a housing application. This application helps us assign suites, suitemates, and roommates based on a combination of factors including suitemate preferences, lifestyle habits, age, and academic program.

Please note: Space is limited on Academy-designated floors, and while we make every effort to accommodate program-specific housing requests, it may not be possible to honor all requests due to capacity constraints.

Information Regarding Academy Housing

All Academy students are housed together on the 12th floor of the residence hall. Students will be assigned to shared suites and will most likely have a roommate. Please note that there are only two single rooms available on the floor.

There are four suites on the 12th floor:

- Suite 1243 – 7 students (includes 1 single room)
- Suite 1244 – 5 students (includes 1 single room)
- Suite 1252 – 6 students (includes a common area with sofas and a TV)
- Suite 1253 – 9 students (includes 1 single room)

Suite 1252 is the only suite on the 12th floor with a designated common area.

- Please be aware that all suites are single-gender, and we do not assign students to mixed-gender suites.
- Students are not allowed to have guests in their suites.
- To support a respectful and healthy community living environment, Academy students are not allowed to practice in their rooms or suites. Noise travels easily on the floor, and students often have different sleep and academic schedules. We strongly encourage all Academy students to use designated practice rooms for their musical work.

Student placement in suites is based on a combination of the total number of students and gender balance. While we do our best to honor student preferences, we cannot guarantee specific room or suite assignments. We encourage you to be open and honest in sharing any information that may help us place you in a living environment where you'll feel comfortable and supported.

Our goal is to provide a positive and inclusive living experience for all Academy students. We understand that adjusting to community living can bring both excitement and challenges, and we are here to support you throughout the academic year.

Room-Swapping Requests

We understand that conflicts and needs can arise during the academic year. If students are experiencing challenges with their room assignment during the academic year, the first step is always mediation and facilitated conversation, coordinated through the Office of Housing and Residence Life. Many concerns can be successfully resolved through open dialogue and support. If, after mediation, a room swap is deemed necessary, the following steps must be taken:

- Each student must complete a Room Condition Report for both their current room and the new room.
- Both students are required to meet with a Housing and Residence Life staff member to finalize the swap.

Please note:

- Room reassignments are subject to space availability and are approved at the discretion of the Office of Housing and Residence Life.
- Residents may not move rooms independently or without formal approval.
- All room changes include a coordinated process involving move-out/move-in inspections, re-coding of key cards, cleaning and sanitizing of the spaces, and updating of student records.

Furniture and Room Setup

Beds

Each room is equipped with a bed and mattress, which must remain fully assembled throughout the academic year. If you require your bed to be disassembled due to a medical need, please contact the Office of Residence Life in advance. All beds must be reassembled before move-out. A \$50 reassembly fee will be charged if bed frames are not properly reassembled by the time of inspection.

Moving Furniture

Furniture is arranged according to fire and safety regulations. To maintain these standards, residents are not permitted to move or remove furniture from bedrooms, suites, lounges, or common areas. If you rearrange any furniture within your suite, it must be returned to its original position prior to move-out. Failure to do so may result in a fine, which will be billed to your student account. For more information on potential charges, please refer to Appendix B. Please note that the list of fines may be updated as needed.

Furniture Care

We ask all residents to take care of the furniture provided in their rooms and common areas. Any damages will be assessed and billed accordingly.

Additional Furniture

To comply with fire and safety codes, residents are not allowed to bring in extra furniture such as couches, beds, desks, or dressers.

Roku TV

Suite 1252 is equipped with a Roku television provided by the Colburn School. The Colburn School does not provide individual subscriptions to television streaming applications. The remote must be returned at the conclusion of the school year. The fine for a lost or damaged remote is \$50.

Appliances

Each suite comes with a refrigerator and microwave. Students may also bring personal mini fridges for their individual rooms.

All personal appliances must:

- Be **UL-approved**
- Have **automatic shut-off features**

Permitted appliances include:

- Mini refrigerators
- Rice cookers (pre-approved rice cookers only /three pronged / "keep warm" function on the rice cooker must not exceed 2 hours) Do not cover a rice cooker with a towel or dishcloth as it can cause incomplete combustion and fire.
- Electric kettles
- Coffee makers (e.g., Keurig, Nespresso)
- Handheld clothing irons and steamers (must include automatic shut-off features)

Prohibited appliances (due to heating elements, open coils, or excessive heat output) include but are not limited to:

- Halogen lamps
- Sunlamps
- Toaster ovens
- Hot plates
- Deep fryers
- Electric skillets
- Electric heaters

Telephones

The Colburn School recognizes that mobile phones are widely used by students; however, the School has provided a shared common phone in each residential suite for receiving incoming calls, making internal campus calls, and dialing 911 in an emergency. The number for all suite phones is 213.830 followed by the 4-digit extension below.

Please make sure the phone is properly hung up to receive calls.

| | |
|------------|------|
| Suite 1243 | 4853 |
| Suite 1244 | 4852 |
| Suite 1252 | 4854 |
| Suite 1253 | 4851 |

Posting on Suite Doors

Due to fire code, residents may only post one personal flat item on the external suite door, the size of which may not exceed 11" x 17". Staff may, from time to time, post informational or decorative items on the doors.

Windows: Nothing may be posted on the interior or exterior sides of building windows.

Hanging of Items within Suite

Holes from items hung cannot be larger than a pinhole. Painter's tape may be used to affix posters, pictures, or other items to the wall, as it is easily removable. Do not use any other tape as tape other than painter's tape is known to rip paint off the wall. Upon checkout, residents are expected to return the room to its original check-in state.

Facilities and Engineering

Laundry

The resident laundry room is located on the 2nd floor of the Olive Building (O243). The washing machines and dryers use the Kiosoft System© system. The Kiossoft© system is card-operated and accepts credit cards and debit cards. With the Kiossoft© system, you may use your smartphone to see which machines are being used and to check the status of the machine you are using via the CleanPay Mobile app. To report a broken machine, please email the Office of Housing and Residence Life at housing@colburnschool.edu. Laundry left in the machines may be removed and placed on the folding tables if needed and will be discarded after 7 days.

Janitorial

Report janitorial issues to Residence Life via e-mail at housing@colburnschool.edu. Once the email has been sent, a member of Residence Life will contact our Janitorial staff to create a work order for the student's request. Janitorial staff will respond within 24 hours. If the request is emergent, please contact security or call the on-call phone at 213.590.7277.

Maintenance and Repair Work Orders

To place a non-emergency work order for your suite or bedroom, send an e-mail to housing@colburnschool.edu with the following information:

- Your name (first and last)
- Your suite and room number (example: 816-B)
- Your cell phone number, in case we need to contact you quickly

- The exact location of the problem (be as specific as possible)
- A complete description of the problem
- A photo of the problem, if possible

Residents are expected to report problems quickly to ensure that they do not grow larger or cause more permanent damage. Residents may be billed for permanent serious damage caused by failure to report problems. Most non-emergency maintenance and repair orders will be attended to within 2-3 business days. Residents should expect that a Colburn employee will enter their suite/room to fix the problem.

To report an emergency maintenance or repair problem, contact Security at the 3rd floor Olive Security Desk or via telephone at 213 621 4500. Examples of emergency maintenance/repair problems are:

- Flooding
- Sewage spill
- Broken glass
- Structural damage
- Person(s) stuck in elevator
- Electrical outage or short-circuit
- Any other problem that might cause injury or harm to residents

Cleanliness of Common Areas

It is expected that residents will clean up after themselves when using common areas and School facilities, including hallways and the laundry room.

Games and Entertainment

All students have access to the Student Lounge located on the 2nd floor of the Olive building, in room O246. The Lounge is equipped with board games, a TV, books, and a ping pong table.

Trash and Recycling

Residents are expected to dispose of their own trash using the trash chute in the trash room on each floor of the Residence Hall. To prevent pests and rodents, trash must be sealed in plastic trash bags before being placed in the chute. Trash should never be left in the hallways or in the trash room. Larger items that may clog the chutes should be taken to the dumpster in the Olive parking garage. Trash bags are available in the trash room on each floor. A blue recycling bin is also available for recycling. Visit www.dpw.lacounty.gov/epd/rethinkla/default.aspx for a list of recyclable items.

Common Area Bulletin Boards

Prior permission from the Office of Housing and Residence Life is required for posting on Residence Life staff-maintained bulletin boards.

The vandalism of signs and notices in the elevators is unacceptable. Cameras located in the elevators will identify vandals and those responsible will be held accountable for their actions and be fined \$100 plus the cost of the poster for the first offense. Repeated offenses may incur more severe penalties.

Posters in the Residential Elevators

Should a resident want to post any information about upcoming events, recitals, or concerts, approval must be given by The Office of Housing and Residence Life. Residents will need to stop by The Office of Housing and Residence Life and get their poster stamped and laminated.

Propping/Bolting Doors

Residents are expected to help keep the buildings safe by not propping or bolting doors at any time. Propping/Bolting Doors is considered a safety violation, and a suite will be charged \$75.

Roof

Residents and guests are not allowed on the roof of the building at any time. Roof access doors are equipped with alarms.

Stairwells

Residents and guests are not allowed to use the stairwells unless it is for an emergency. Stairwell doors are equipped with alarms.

Evening Curfew and Bed Check Policy

Residents aged 17 and younger

Students are required to be in their suites by 10:00 P.M. each night. A Residential Life staff member will be present in the 12th floor common area from 8:00 P.M. to 10:00 P.M. to conduct nightly check-ins.

Following bed check, students are expected to remain in their suites until 7:00 A.M. the following morning. Exceptions will only be made in cases of emergency or with prior approval for extenuating circumstances.

To support a restful and structured evening routine, students are not permitted to pick up food deliveries after 10:00 P.M. All food orders must arrive before 10:00 P.M.

In addition, students must complete any laundry by 10:00 P.M. to ensure quiet hours and minimize disruptions to the community.

Residents aged 18 years and older

Students are not subject to curfew and are not required to check in between 8:00 PM and 10:00 PM. Students are permitted to be outside of their suites past 10pm for activities such as practice, doing laundry, or receiving food deliveries. Students are expected to remain within the building; if students plan to be off campus past 10:00 PM, they are required to notify Residential Life staff to ensure their safety. For information on how to notify staff members regarding curfew and overnight extensions, please refer to the "Curfew and Overnight Extension" section.

On Campus Extensions

Curfew extensions for practice related reasons are limited to seniors. Non-senior students may only be granted extensions under extenuating circumstances. Therefore, it is important for students to plan their day with the understanding that practice and activities should conclude by 10:00 PM.

Students must complete the On Campus Extension Form and wait for approval. Requests should be submitted no later than 5:00 P.M. on the day of the extension.

- Students are limited to two bed check extensions per week. (7 Days)
- Each extension allows students to stay out of their suites until 11:00 P.M., and they must remain on campus during this time.
- Students with an approved extension for practice must meet the RA in the third-floor lobby, who will accompany them back to their suite.
- Extensions will only be approved if:
 - The request is submitted on time.
 - The student is practicing in a Colburn practice room, which must be booked through ASUMIT.

If a student needs to be off campus past 10:00 P.M. for academic reasons, their unit Dean must inform Residence Life in advance, and the student must be chaperoned by an adult.

Off Campus - Curfew and Overnight Extensions

To request a curfew extension, a legal guardian must email Residence Life housing@colburnschool.edu. Students must be accompanied by someone who is 18 or older and has been approved by the guardian. Extensions past midnight are considered overnight requests and require the same advance notification process. The email must include the following details:

Details of Request:

- Student Name: [Student's Full Name]
- Date(s) and Time Off Campus: [date(s) and time range that student will be off campus]
- Purpose of Leave: [e.g., Family dinner, medical appointment, local event, etc.]
- Chaperone Name and Relationship: [Jane Doe, Aunt of Student]
- Contact Information of Chaperone: [Phone Number]
- Specific Address of Location(s) to be Visited: [e.g., Local restaurant, doctor's office, etc.]

Written Notification: Parents/guardians may be allowed to notify staff members via text message. Written notification is preferred for record-keeping.

Students are expected to adhere to all off-campus procedures when leaving campus. For detailed guidelines, please refer to the "Leaving Campus: Policies and Procedures" section.

Failure to adhere to the following policies could result in the following sanctions.

Each violation will be evaluated in the context of the student's overall behavior, including any mitigating or extenuating circumstances.

First Violation: Warning

- Action: A formal warning will be issued to the student.
- Purpose: To remind the student of the policy and emphasize the importance of compliance.
- Follow-Up: A meeting with a Residence Life staff member may be scheduled to discuss the violation and clarify expectations.

Second Violation: Mandatory Educational Assignment and a \$50 Fine

- Action: The student will be required to complete an educational assignment, such as writing a paper on time management, responsibility, or the importance of following community guidelines and a \$50 fine.
- Duration: The assignment will be due within one week.
- Purpose: To encourage self-reflection and personal growth.
- Follow-Up: The assignment will be reviewed by a Residence Life staff to assess understanding.

Third Violation: Loss of Privileges and a \$100 Fine

- Action: The student will have a 9pm bed check, no curfew extensions, and a \$100 Fine
- Duration: 2 academic-weeks (excluding holidays and breaks)
- Purpose: To reinforce responsibility and promote better adherence to the policies.
- Follow-Up: A reflective meeting with a Residence Life staff member will be held to discuss improvement strategies.

Fourth Violation: Probation and a \$250 Fine

- Action: The student will be placed on probation for 4 academic weeks (excluding holidays and breaks) and will meet with the Vice Provost for Student Affairs & Campus Initiatives
- Purpose: To give the student a chance to improve while holding them accountable for their actions.
- Conditions: The student will have a 9pm bed check and no curfew extensions for 4 academic weeks (excluding holidays and breaks) and a \$250 fine
- Follow-Up: Regular check-ins with Residence Life staff to assess progress.

Fifth Violation: Removal from Campus Housing

- Action: The student will be removed from Campus Housing and will not be allowed to return.
- Purpose: To emphasize the importance of following all policies and maintaining a respectful community.
- Residents will be given 48 hours to remove themselves from the Residence Hall.

Leaving Campus – Policies and Procedures

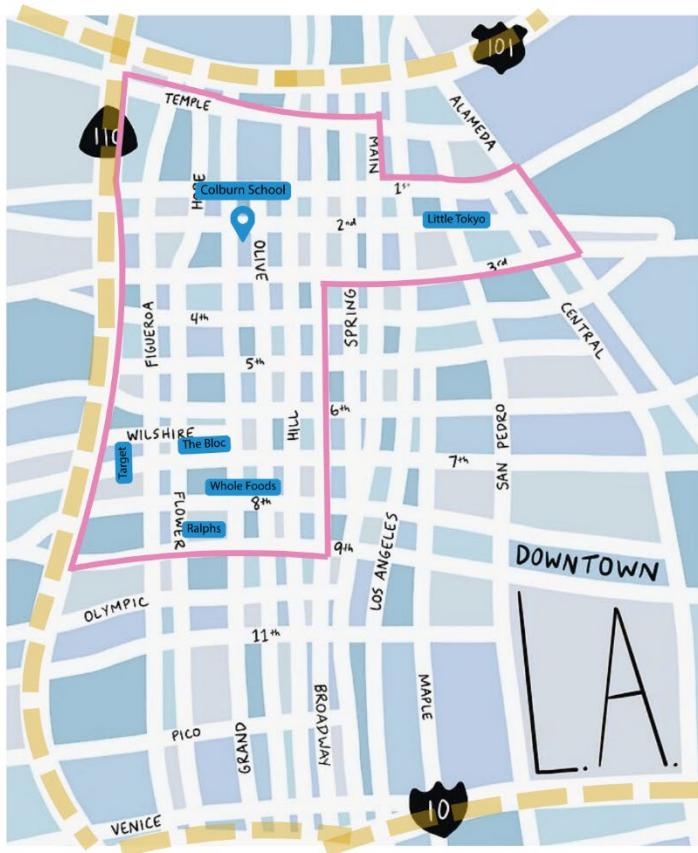
The safety of students is a priority at Colburn School. The following procedures must be followed by all Academy students when leaving campus to ensure their safety. Students are permitted to travel within a designated radius from the campus (see below). The student must notify Residence Life staff members whenever they are leaving campus. We also highly encourage students to travel in pairs or groups when leaving campus.

Designated Radius

Students are allowed to travel freely within the designated off-campus radius, which includes areas within walking distance of the campus. This radius has been established to ensure that students can explore and engage with the local community safely.

Students are expected to adhere to all off-campus procedures when leaving campus. Including but not limited to informing a residence life staff member. For detailed guidelines, please refer to the “Off-Campus Safety and Location Sharing Requirements”

Residential Academy Radius Map



HAVE QUESTIONS? housing@colburnschool.edu | (213) 590-7277 | (213) 446-7000

Traveling Beyond the Designated Radius

If a student plans to travel beyond the designated radius, they must notify Residential Life staff members in advance. This ensures that the school is aware of their whereabouts for safety purposes. If students wish to travel outside their designated radius, they must follow these steps:

Notification Requirement

For Students 18 and older: The student must email Residence Life Staff at housing@colburnschool.edu.

- Student Name: [Student's Full Name]
- Date(s) and Time Off Campus: [date(s) and time range that student will be off campus]
- Purpose of Leave: [e.g., Family dinner, medical appointment, local event, etc.]
- Specific Address of Location(s) to be Visited: [e.g., Local restaurant, doctor's office, etc.]

Written Notification: In some cases, the student may be allowed to notify staff members via text message (if applicable), written notification is preferred for record-keeping.

For students under 18: The legal guardian of the student must email Residence Life Staff at housing@colburnschool.edu

- Student Name: [Student's Full Name]
- Date(s) and Time Off Campus: [date(s) and time range that student will be off campus]
- Purpose of Leave: [e.g., Family dinner, medical appointment, local event, etc.]
- Chaperone Name and Relationship: [Jane Doe, Aunt of Student]
- Contact Information of Chaperone: [Phone Number]
- Specific Address of Location(s) to be Visited: [e.g., Local restaurant, doctor's office, etc.]

Written Notification: Parents/guardians may be allowed to notify staff members via text message. Written notification is preferred for record-keeping.

Planning for Students with International Guardians: For students whose parents or guardians live abroad with significant time differences, travel plans must be communicated well in advance.

Students are expected to adhere to all off-campus procedures when leaving campus. For detailed guidelines, please refer to the "Off-Campus Safety and Location Sharing Requirements "

Off-Campus Safety and Location Sharing Requirements

Sign In/Out Procedure

Students are required to use the Olive Security Desk binder to sign in and out when leaving campus. Each student will have their own travel page in the binder to complete when going off-campus.

When filling out the log, students must provide the following information:

- Name of the student
- Date and Time (in and out)
- Destination / Purpose of off campus travel
- Chaperone (if applicable)

Location Sharing Policy

Students are required to use the following apps when traveling off-campus. These apps help staff track students' locations in case of an emergency. It is strongly recommended that students continue sharing their locations with staff while on campus throughout the academic year. If students prefer not to share their location continuously, they must manually share it each time they travel off-campus.

For Apple Devices: Use "Find My."

For Android Devices: Use "Google Maps."

For students under the age of 18, a consent form will be provided for parents or guardians to authorize the use of location tracking during off-campus travel. Students who are 18 years or older will be asked to sign a consent form granting permission for the use of a tracking device during off-campus travel.

Failure to adhere to the policies could result in the following sanctions.

Each violation will be evaluated in the context of the student's overall behavior, including any mitigating or extenuating circumstances.

First Violation: Loss of Privileges

- Action: The student will have off campus privileges revoked
- Duration: 2 academic weeks (excluding holidays and breaks)
- Purpose: To reinforce responsibility and promote better adherence to curfew.
- Follow-Up: A reflective meeting with a Residence Life staff member will be held to discuss improvement strategies.

Second Violation: Probation and a \$250 Fine

- Action: The student will be placed on probation for 4 academic weeks (excluding holidays and breaks) and will meet with the Vice Provost for Student Affairs & Campus Initiatives
- Purpose: To give the student a chance to improve while holding them accountable for their actions.
- Conditions: The students will have off campus privilege revoked for 4 weeks and a \$250 fine
- Follow-Up: Regular check-ins with Residence Life staff to assess progress.

Third Violation: Removal from Campus Housing

- Action: The student will be suspended from campus housing and will not be allowed to return.
- Purpose: To emphasize the importance of following all policies and maintaining a respectful community.
- Residents will be given 48 hours to remove themselves from the Residence Hall.

Health and Wellness

The Colburn School takes a proactive approach to keeping students physically and mentally healthy. The purpose of the Wellness Team is to allow students immediate access to psychological services as soon as possible, triage students with performance-related physical injuries, provide students with access to medical care for performance-related injuries, assist students in getting such care through their medical insurance, and provide basic medical care in the form of massage or physical therapy on-site. The Wellness Team at the Colburn School works in consultation with other campus departments, such as Human Resources, the Colburn Café, and the Residence Life team.

Jenny Oldroyd, RN
Barbara Hong, AMFT

Medical Insurance Requirement

The Colburn School requires all residents to have adequate, year-round health insurance coverage. All International residents are required to enroll in the school's Student Health Insurance Plan.

Student Health Insurance Plan

The School offers a comprehensive student health insurance policy through United Healthcare administered by Arthur J. Gallagher Risk Management Insurance Services. For the 2025-2026 coverage year, the policy costs and effective dates are as follows:

- Annual (08/01/2025 - 07/31/2026): \$2,123

Students enrolled in the School's United Healthcare plan will have the premium charged to their student account. Need-based financial aid is available to help defray the costs of health insurance for students enrolled in the School's student plan. If needed, students can apply for a payment plan from the Finance office. Payment plans will require the pre-authorization of a credit or debit card for regular payments.

Waiving the Student Health Insurance Plan

Residents who already have adequate, year-round health insurance coverage (e.g., through their parents, spouse, or an individual plan) may request an exemption on the United Healthcare website from enrollment in the United

Healthcare plan. The waiver application must be completed in its entirety. Each waiver will then be reviewed by the Manager of Residence Life and Summer Housing to determine if the student's coverage is sufficient. Failure to waive the Student Health Insurance Plan by the deadline will result in the automatic enrollment of the Resident. If The Manager of Residence Life determines that the student's plan is insufficient, the student will be required to enroll in either the School's United Healthcare plan or a comparable plan.

Refund of health insurance

Students who have signed up for the school's health insurance plan through Gallagher Insurance are covered for the entire year, even if the student leaves the school during that year. Therefore, health insurance is not prorated or refunded. The only exception to this is if a student leaves to enter the armed forces. This policy is set by our insurance carrier. Questions about health insurance should be directed to the Manager of Residence Life and Summer Residential Programs. A student is considered enrolled once they have submitted their Enrollment Agreement and paid their Enrollment Deposit. Students who choose to withdraw their commitment after the response deadline must do so in writing to the Admissions Office.

Health Packets

All students are required to complete the health packet before arriving on campus.

This important information helps our health professionals provide the best possible care in the event that a student requires medical attention.

Students who have received an approved waiver are required to provide a copy of their insurance card, along with details about in-network facilities covered by their insurance within the Los Angeles area.

Community Living

Guest Policy

To maintain a safe and respectful living environment, outside guests, including Conservatory students, are not permitted in Residential Academy suites at any time. Additionally, students are not allowed to enter suites occupied by students of a different gender under any circumstances. For example, male students may not enter female suites, and vice versa.

Parents and guardians are welcome on the Academy floor during designated move-in and move-out times to assist their students. At all other times, access to the Academy floor is restricted unless a parent or guardian is accompanied by a Residential Life staff member.

Quiet Hours

Students are expected to treat their fellow residents with respect and be courteous. Quiet hours begin from 9 p.m. to 9 a.m. During quiet hours, noise should not be audible outside of residential suites, and residents and guests should be careful to keep noise in communal areas and hallways to a minimum.

Practicing in Suites

Out of respect for all residents and due to the shared nature of the suites on the Academy floor, practicing is not permitted in the Academy suites. Students are kindly asked to use the designated practice rooms for all musical practice.

Assigned Chores and Room Checks

Sharing a space with others comes with the shared responsibility of keeping communal areas clean and organized. Each Academy student is responsible for maintaining the cleanliness of their personal space. In addition, students will be assigned rotating chores to help care for shared areas. These tasks will be checked by staff biweekly. Trash duty will be assigned on a weekly rotation among suitemates.

Cleaning supplies will be provided to students to support them in completing their assigned chores.

During the biweekly chore checks, staff will also conduct a visual inspection of the suites and student rooms to ensure there are no items or conditions that could lead to a violation. If any violations are found, students will be notified, and appropriate sanctions will be issued.

Failure to adhere to completing assigned chores could result in the following sanctions.

Each violation will be evaluated in the context of the student's overall behavior, including any mitigating or extenuating circumstances.

First Violation: Reminder

- Action: A friendly reminder will be given to the student about the importance of completing their chores.
- Purpose: To encourage accountability and remind the student of their responsibilities.
- Follow-Up: The student may be asked to complete the missed chore or assist with an additional chore.

Second Violation: Warning

- Action: A formal warning will be issued to the student.
- Purpose: To reinforce the importance of completing assigned tasks and the consequences of not doing so.
- Follow-Up: The student may be required to meet with a staff member to discuss the issue and create a plan for better time management.

Third Violation: Extra Chore Assignment

- Action: The student will be assigned additional chores or a more difficult task as a consequence.
- Purpose: To increase accountability and demonstrate the importance of fulfilling obligations.
- Follow-Up: The student will also meet with a staff member to discuss time management and their responsibilities.

Fourth Violation: Loss of Privileges

- Action: The student will have a 9pm pm bed check and no curfew extensions
- Purpose: To emphasize the connection between responsibilities and privileges.
- Follow-Up: The student will be given a specific timeframe to complete the missed chore(s), after which the privileges will be reinstated.

General Security and Safety Information

Security

Security Command Center: 213-621-4500
200 Grand Reception Desk: 213-621-4504
201 Olive Reception Desk: 213-621-4503

Keys and Access

ID Badge (suite key): Residents are required to have their ID Badge (suite key) visible at all times when on the Colburn School campus. ID badges should be worn on a lanyard around the neck. Lanyards are available through the Security Department. Residents are expected to maintain control over their own ID badge at all times.

Under no circumstances should a resident lend another person their ID badge. Residents who lend their ID badge to someone else will be required to meet with the Director of Security and the Manager of Residence Life and Summer Residential Programs. The duplication of School keys and access cards is prohibited.

Lost ID Badges should be reported to Security immediately at security@colburnschool.edu. A \$25 fine will be charged to replace a lost ID badge. Residents who need a new ID badge or have questions about room access must schedule an appointment with the Director of Security at security@colburnschool.edu.

Storage / Mechanical Areas: Except in an emergency, students are not permitted to access storage rooms, mechanical rooms, emergency-only doors, elevator shafts, or other areas marked as off-limits.

Windows: Residents are not permitted to enter or exit the windows or throw or hang items outside of their suite or bedroom windows.

Access Restrictions: Students are not permitted to access suites other than their own without prior permission from the resident or an administrator. Conservatory students may never enter the Academy floor and suites unless accompanied by a Housing and Residence Life staff member or Security guard.

Lock- outs: Residents who are locked out of their room or suite should contact the Residence Life staff member on call at 213 590 7277 or via Security either in person at the Olive Security Desk on the 3rd floor of the Olive building or by phone at 213 621 4500.

Bedroom Keys: Residents have the option of checking out a personal bedroom key to their assigned bedroom during the academic year. Students who may need to replace their key for any reason will be charged a \$65 replacement fee.

Right to Enter

The School recognizes residents' desire for privacy and will make every effort to be respectful of residents' living spaces and need for privacy. That said, School staff may enter your suite or room under the following conditions:

- There is an indication of an immediate health or safety risk or medical, safety, or facility emergency.
- When the building is being evacuated for any reason.
- Whenever you have requested, or the staff determines there is a need, for maintenance or repair.
- The staff needs to conduct a health and safety check of every suite and room.
- To silence noise (like an alarm clock, stereo, or computer) in your absence.
- Whenever there is suspicion of violations of the Standards of Student Conduct or the law.
- Bi-weekly to check that the assigned chores are completed and conduct room checks.

Open-Door Policy for Room Entry

To promote transparency and ensure accountability, RAs are expected to keep doors open during any room entry, whenever appropriate and safe to do so. Before entering, they must ask all residents of the room to step into the hallway. If a student is unable to step into the hallway due to a medical, psychological, or other accessibility reason, if possible, the RA will maintain phone contact with another Residence Life staff member throughout the duration of the entry.

Public Safety

Residents are prohibited from throwing items out of the windows in the Residence Hall. Throwing anything out of a window will result in a fine of \$100.

Threats, Harassment, Bullying, Intimidation, Hazing

Activities that threaten the health and safety of other community members, including hazing, bullying, intimidation, and harassment, will not be tolerated. This policy includes intimidation and harassment through the use of electronic communications like text messages, web forums, e-mail, chat, or instant messages and applies to students, staff, faculty, and guests of the Colburn School.

Lewd Conduct

Disorderly or lewd conduct in the Residence Hall is prohibited. This includes posting or using language or images that may be offensive and/or intimidating to others.

Theft

Theft of any item belonging to a Colburn student, staff or faculty member, or of any item belonging to the School itself, is prohibited. This policy includes theft of food or merchandise items from the Colburn Café and other

contracted vending services. Theft is considered an extremely serious matter by the School and will result in disciplinary action.

Weapons

Students and guests are not permitted to have weapons on campus at any time. This includes firearms (licensed or non-licensed), martial arts weapons, swords, knives (except small eating utensils and reed-making tools), cap guns, ammunition, or other weapons that may cause harm or cause fear in the community. This policy also applies to weapon facsimiles (e.g. fake guns, decorative swords, plastic nunchaku, etc.).

Damage/Vandalism/Theft of Property

The Colburn School believes that students should be held responsible for their actions and the actions of their guests. Therefore, students will be held financially responsible and charged for damages to the building, furniture, and equipment in the Residence Hall and Colburn buildings/spaces caused by either themselves or their guests. In addition, students will be charged with violation of policy and held responsible in the disciplinary process for excessive damage, vandalism, and/or theft of School property. In cases where the damage/vandalism/theft is severe or excessive (as determined by the School), legal or criminal proceedings may be pursued. If more than one student is associated with the damage, the total bill will be divided among the students associated with the space and charged to their accounts. See also Appendix B.

Gambling

Gambling is prohibited in all Colburn School facilities, including the Residence Hall.

Commercial Enterprise

Suites and rooms in the Residence Hall are to be used for living and studying purposes only. The operation of a business or commercial enterprise from the Residence Hall is prohibited. Soliciting, peddling, or selling from the Residence Hall and in or around the Residence Hall is prohibited.

Fire Safety

The Colburn School recognizes the importance of fire safety and has put in place policies that are designed to prevent needless threats to the safety of our residents and to comply with strict guidelines set by the Los Angeles Fire Marshal.

Evacuation/Compliance with Alarms

Residents are expected to evacuate the building during fire or smoke alarms and to congregate in the designated evacuation assembly area. Failure to evacuate the building quickly—using stairs, not elevators—is seen as an extremely serious matter and may result in disciplinary sanctions or fines.

Tampering with Fire Equipment

Tampering with, damaging, altering, or disconnecting fire safety equipment including but not limited to smoke detectors, fire alarm horns, fire pull stations, fire door exit alarms, sprinkler heads and fire extinguishers, is strictly prohibited. A violation of this policy may result in disciplinary sanctions or fines.

Candles and Open Flames

The possession of items that produce an open flame, including but not limited to candles/decorative candles, incense, torches, propane cooking grills, is not permitted. The responsible storage of small cigarette lighters/matches is allowed.

Explosives / Combustibles

The possession or use of any item that has the potential to cause an explosion, excessive sparks, or heat, is prohibited. Also, storage of chemicals or substances, which have the potential to explode or cause burning or other injuries, is prohibited.

Cooking

Due to limited ventilation and sensitive fire and smoke detector equipment, cooking in the Residence Hall is not permitted except for that done in the microwave provided by the School.

Alcohol, Smoking, and Controlled Substances Policies

Alcohol

The possession, consumption, and/or manufacture of alcoholic beverages is not allowed in the Residence Hall. The dry residence hall of Colburn School starts at the elevator shaft of the 3rd floor. This policy applies to all Conservatory students and guests irrespective of age or residency status. In addition, students may not be visibly intoxicated while moving about in the Residence Hall. Students are expected to follow all policies and to act responsibly if they have chosen to consume alcohol off campus.

As a reminder, Federal and California State law prohibits anyone under the age of 21 from consuming or possessing alcohol anywhere in the State. In addition, it is illegal to drive a motor vehicle with a BAC (Blood Alcohol Concentration) of .01 or more if under the age of 21. This level of .01 percent is less than one beer. Persons 21 years of age or older may not drive if they have a BAC of .08 or higher. Drinking laws in the U.S. are different from laws in other countries and are even different from state to state. If the police catch you, you are subject to criminal penalties, which could include fines and jail time. Students are encouraged to have a designated driver for a safe return to campus when planning to drink alcohol.

All international students are responsible for following Federal immigration regulations. Federal laws are established at national level, and Federal laws override State laws. International students are subject to Federal law and must adhere to these regulations to maintain their F-1 immigration status. Failure to comply can result in deportation or being barred from entry into the U.S.

· Sanctions

- First Offense: Confiscation of goods, parent/legal guardian notification, disciplinary meeting with a Residential Advisor, probation and mandatory Alcohol EDU online. Students are responsible for paying the cost for the course.
- Second Offense: Confiscation of goods, notification to applied teacher, the Director of the Music Academy, and parent/legal guardian, disciplinary meeting with a Residential Advisor and the Vice Provost for Student Affairs and Campus Initiatives, probation, and a \$500 fine.
- Third Offense: Confiscation of goods and immediate removal from Residence Hall. Residents will be given 48 hours to remove themselves from Residence Hall.

Smoking

The Colburn School is a non-smoking campus. At Colburn, the smoking of substances will not be tolerated, including but not limited to tobacco, marijuana, and/or vapes.

As a reminder, Federal and California law prohibits anyone under the age of 21 from purchasing, possessing, or consuming tobacco products in the United States. All international students are responsible for following Federal immigration regulations. Federal laws are established at national level, and Federal laws override State laws.

International students are subject to Federal law and must adhere to these regulations to maintain their F-1 immigration status. Failure to comply can result in deportation or being barred from entry into the U.S. Students that are found to be smoking on campus or in possession of prohibited paraphernalia (see below in Controlled Substances) will be liable to the sanctions below.

Sanctions

- First Offense: Confiscation of goods, disciplinary meeting with a Residential Advisor, written warning, and a \$250 fine.
- Second Offense: Confiscation of goods, disciplinary meeting with a Residential Advisor and Vice Provost for Student Affairs and Campus Initiatives, probation, applied teacher and the Director of the Music Academy informed, and a \$500 fine.
- Third Offense: Fire hazard fine of \$300, confiscation of goods and immediate removal from Residence Hall. Residents will be given 48 hours to remove themselves from Residence Hall.

Controlled Substances

The Colburn School requires the observance of all California State laws pertaining to illegal and prescription drugs. The Colburn School cares about the health and safety of its students and provides assistance to students who may need counseling or other services related to drug use or addiction.

Illegal Drugs: The possession, sale, manufacture, and/or use of illegal drugs will not be tolerated anywhere on campus – including the Residence Hall.

Drug Paraphernalia: The possession of any items commonly thought to be associated with the use of illegal drugs, including but not limited to pipes, bongs, and hookahs, is prohibited on campus – including the Residence Hall.

Prescription and Over-the-counter (OTC) Drugs: The use of prescribed drugs by persons other than those to whom the drugs were prescribed is prohibited. The on-campus sale of any prescription drug is prohibited. The use of over-the-counter drugs for any purpose other than that for which they were intended is prohibited. The Colburn School reserves the right to require proof of prescription for drugs and/or controlled substances, including medical marijuana.

All international students are responsible for following Federal immigration regulations. Federal laws are established at national level, and Federal laws override State laws. International students are subject to Federal law and must adhere to these regulations to maintain their F-1 immigration status. Failure to comply can result in deportation or being barred from entry into the U.S.

Failure to adhere to the policies could result in the following sanctions.

- First Offense: Confiscation of goods, notification to applied teacher, Director of Music Academy, and parent/legal guardian, disciplinary meeting with a Residence Life Staff member and the Vice Provost for Student Affairs and Campus Initiatives, probation, and a \$500 fine.
- Second Offense: Confiscation of goods and immediate removal from Residence Hall. Residents will be given 48 hours to remove themselves from the Residence Hall.

Emergency Procedures

Preventive measures in the Residence Hall

- Keep your doors always locked. Residents are not permitted to bolt their suite doors at any time.
- Never open your door to strangers. The Colburn School personnel will always identify themselves prior to entering your suite or room.
- Avoid keeping large amounts of cash in your room.
- Report the presence of suspicious persons or activities to the Security Command Center at 213.621.4500 immediately.
- Prepare a list of personal property including serial numbers and model numbers and keep the list in a secure place.
- If you lose your key card or your room key (if issued), report it to the Residence Life Office immediately. Your key Cards will be replaced for \$25; your room key for \$65.

- If your door has been forced open when you arrive at your room, do not enter. Call the Security Command Center at 213.621.4500 and wait for assistance.

Preventive measures outside the Residence Hall

- If you feel that you are being followed, cross the street, or get to a brightly lit area and remain alert.
- Avoid walking near dark doorways, abandoned buildings, or other locations where someone could be hiding.
- Avoid shortcuts and stay in well-lit areas.
- If a vehicle stops and the occupant asks for directions, remain on the sidewalk, and do not approach the car. To get away from the vehicle, walk in the opposite direction of the car.
- If someone is loitering in front of or inside your residence or if someone may have followed you home, notify the security officers in the lobby of the building. Officers are posted 24 hours in both the Olive Building and Security Command Center.
- Before entering an elevator, check to see who is inside. If your suspicions are aroused, wait for the next elevator. If a suspicious person enters the elevator, stand near the control panel, and if you are attacked, press as many buttons as possible and exit as soon as you can.
- Do not use the stairs unless an emergency has been declared and the building is being evacuated.

SAFETY AND SECURITY

Building Hours

Building hours vary depending on the time of year. In general, the Grand and Olive Buildings are open to the public during the academic term as follows:

Sunday through Saturday 7:00 AM – 10:00 PM

At the closing times listed above, both buildings shall be closed to the public.

Keys and Access

Students and parents/guardians must have their ID Badge (suite key) visible when on the Colburn School campus. ID Badges should be worn on a lanyard around the neck. Lanyards are available through the Security Department. Failure to do so can result in a \$25 fine for each offense and meeting with the Director of Security. Students must always maintain control over their own ID Badge. Under no circumstances should students lend another person their ID Badge. Students who lend their ID Badge to someone else will be required to meet with the Director of Security.

Emergency Procedures

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.

Evacuation of the Building in a Fire Alarm or Emergency

If you smell smoke, feel intense heat, or see a fire, do not try to fight the fire. Call 9-1-1 and pull the closest fire alarm at a fire alarm pull station. If you have a mobile phone and can safely do so, call the RA on duty. Because

your safety and your time are important to us, the Colburn School provides all occupants with unlimited access to an online, interactive, e-learning fire life safety training system with RJWestmore, Inc. safety experts. Login information for the course will be issued to occupants during your emergency training conducted by our Colburn Security Department.

Please follow the following procedures in an emergency:

- Proceed to the closest exit.
- Do not use the elevator.
- Look for a green exit sign.
- In general, it is best to move toward the ground floor. If the floors below you are unusable (too hot or too filled with smoke), move to an upper floor and find a window where you can wait for rescue.
- If there is smoke in the area, stay low to the ground and cover your nose and mouth.
- Feel each door before opening it to make sure there is no intense heat on the other side.
- Do not break windows unless it becomes necessary for escape or rescue.
- When you have reached the ground floor and have exited the building, go to the Evacuation Assembly Area to receive vital information, and so the staff may account for everyone and know that you are safe.

The

Do not, under any circumstances, re-enter the building. If you are trapped, shelter in place. Stay low and put as many barriers as possible between you and the fire. If you are in a room with doors, stuff cloth under the door to prevent smoke from entering. If possible, close vents and turn off air circulating systems.

Earthquake Procedures

If you are inside and feel the building or the earth shake, take cover quickly to protect yourself from falling glass and debris, move away from windows, and stay away from doors that may swing open and harm you. Get underneath a desk, table, or other sturdy object with a solid surface, and hold on. If there is no table or desk or similar object, find an interior wall and sit with your back against it. Lean forward and cover the back of your neck with your hands to protect yourself. Wait. Do not immediately run outside. Many people are hurt or killed by falling debris outside near buildings. Make sure the earthquake is over and make sure the area around you is safe before moving outside. Remember to prepare yourself for aftershocks. If you are outside and feel the earth shake, move quickly away from buildings and any structure that may have falling debris or glass. Stay away from power lines, trees, and traffic signs and signals.

After the earthquake/aftershock, if your immediate surroundings pose a life-threatening hazard, move slowly and cautiously toward the Evacuation Assembly Area. As you move, assist those who may need help—if it does not put your own safety in jeopardy. As you move, be cautious of hazards such as broken glass, electricity sources, leaking chemicals, or gas. Do not use elevators. If you are unable to exit safely, continue to avoid unsafe areas in case of aftershocks. Move to a place where you may call or wave for help. Emergency personnel may not be available, and it is important to expect to help others and take care of yourself. Phone lines may be down, roads may be obstructed, and it may be necessary to survive on limited food and water for some time. The Residence Life staff or other School personnel will oversee distributing and monitoring food, water, and medical supplies, and will provide vital information at the Evacuation Assembly Area. They will need your help. The Residence Life staff or other School personnel may assign students to serve in the following roles: runners, supplies monitors, medical triage, damage assessment, or security patrols.

Tornado Procedures

Because tornadoes are very quick and usually come without much notice, having your plan in place will protect you. First and foremost, once you hear that there is a tornado near the Residence Hall or that the conditions are right for a tornado, move to shelter immediately. If you live on an upper floor, get to the lowest level of the building that you can get to immediately. This could be the parking garage or a lower floor in the building. If you

live on a higher floor and do not have enough time to get to a lower level, move to a closet, bathroom, or interior hall without windows.

Once you have relocated to a safe place, lie down on the floor, and cover yourself with pillows, blankets, and mattresses for protection from falling objects and debris. If available, get under a large table for extra protection. Wearing a bicycle or similar helmet will help protect your head from injuries caused by flying debris. It is also a great idea to keep an evacuation kit handy. Your evacuation kit should include a portable radio, flashlight with extra batteries, credit card and cash, first aid kit, spare set of keys, personal identification, and anything else of importance or of value to you. Having this together will save you time and worry during a tornado threat.

If a tornado does come near the residence hall, please use extreme caution when exiting. Watch out for fallen utility lines and tree limbs that may not have fallen yet. Make sure that everyone is all right and provide assistance to your constituents that may need attention. Finally, remember to take pictures of damage to the residence hall's property, if applicable.

Medical Emergency

In case of medical emergency, parents authorize the Colburn School to obtain whatever medical treatment for the student that the School deems necessary or advisable, and the parents agree to bear all costs and expenses related to such medical treatment.

Active Shooter Response Policy

1. Immediate Actions:

- Run: If safe, evacuate the area immediately. Leave belongings behind and keep hands visible.
- Hide: If evacuation is not possible, find a secure place to hide. Lock doors, turn off lights, and silence phones.
- Fight: As a last resort, and only if your life is in imminent danger, attempt to incapacitate the shooter.

2. Alert Authorities:

- Call 911 when it is safe to do so. Provide details about the shooter's location, description, and weapons.

3. Communication:

- Follow instructions from law enforcement and campus security. Stay updated through official communication channels.

4. Aftermath:

- Await the "all clear" signal from authorities before leaving your secure location.
- Participate in any debriefings or support services offered by the college.

5. Training:

- Regularly participate in active shooter response drills and training sessions provided by the college.

This policy is designed to maximize safety and provide clear guidelines during an active shooter event on campus.

Bomb Threat/Terror Threat

There is a remote possibility that a student may receive a bomb threat. There are many reasons individuals may choose to phone or mail a threat. It is important that our community react swiftly to avoid putting community members at risk or creating panic. If you receive a phone call indicating the presence of a bomb or other terror-inflicting device, keep the caller on the line as long as possible, and gather the following information:

- Where is the device?
- What type of device is it?
- When is it set to be activated?
- Who are you?
- Why are you doing this?

Do not assume the caller will not give this information. It is likely that if they are calling, they do want to provide information. Also, take note of the following:

- Are there background noises?
- Are there identifying characteristics to the voice of the caller?
- Can you detect the caller's gender?
- Does the caller have a noticeable accent or dialect?
- Is there a strong telephone connection, or fuzzy phone line?

Report the threat immediately by calling 9-1-1 and the Residence Life staff or School Security staff. The School officials or local authorities will determine whether an evacuation is necessary based, in part, on the information you provide.

If you find a suspicious object or substance, do not touch it, or go near it. Isolate the area immediately, tell others to stay away, and contact the staff and authorities. Evacuate the area and move to the Evacuation Assembly Area to await further instructions.

Power Failure

In the event of a major power failure, the building is equipped with a back-up generator that will provide power for emergency signage and stairwells for a limited amount of time. Students should not use elevators during a power failure, even if they are running properly. If the power failure persists for an extended period of time, the back-up generators may run out of power. It is important to listen to instructions from the Residence Life staff and other School personnel. The staff may require that students move to a central location within or outside the building to ensure the safety of everyone, particularly if the power failure continues during nighttime hours. If the fire alarm system fails, students may be asked to assist in a "fire watch" patrol of the building with the Residence Life staff.

Facilities Emergency

If there is a major facilities-related emergency (flooding, sewage spill, broken glass, structural damage, person(s) stuck in elevator, electrical outage, or other problems that might cause injury or harm), contact the Security Command Center at 213.621.4500, and keep yourself and others away from danger. Phone 9-1-1 if anyone has been hurt.

Emergency/Duress (Blue Light) Phones

The Colburn School has placed blue light emergency/duress phones throughout the Olive Building. Pressing the button connects you directly with a Security officer in the 24-hour Colburn Security Command Center. Locations include the residence hallways, the parking garages, and the fourth and fifth floors of the Olive Building. Should a student feel threatened or encounter an emergency, this phone should be used to reach help. Misuse of these phones will result in fines or disciplinary action.

Panic Buttons in Practice Rooms

Panic buttons are located in the Olive Building practice rooms. Pressing a panic button notifies Security of the need for assistance and the location of the button pressed. Misuse of panic buttons may result in fines or disciplinary action.

RESOURCES

Library – General Information

The Colburn Library, located on the second floor of the Olive Building, houses a circulating collection of books, scores and parts, recordings, and online subscription resources available to all students on campus. The Library also has an extensive collection of reference titles including collected editions, facsimiles, and other print

reference sources. The Library's recordings include compact discs of the classical repertoire and jazz, and a DVD collection of music and dance performances and movies.

Library – Access and Policies

Using Colburn Library resources:

All physical collections are accessible in the Library during the hours listed below. The Library's online catalog (encore.colburnschool.edu), its streaming audio resources, digital scores, and its online print databases are accessible at all times from anywhere in the Colburn School through the school's website, www.colburnschool.edu. For assistance in finding materials, using the online resources, and other information needs, please consult with the librarian during the hours listed below or contact the librarian for an appointment at the email address listed below. To request a title for purchase or to obtain materials via interlibrary loan, please use the Services tab on the library pages of the website.

All Library policies, services, and resources can be found on the Colburn School website (www.colburnschool.edu) under "On Campus." There you will find links to the catalog, interlibrary loan request form, purchase request form, and all online resources.

Borrowing Library materials:

Conservatory students are entitled to check out up to 50 books or scores at any given time. Books and scores are checked out for six weeks and may be renewed twice for an additional three weeks per renewal period. If another library user has put a hold on an item, it cannot be renewed. Items needed for course reserve or for a Colburn performance are subject to immediate recall. DVDs are for library use only and are not available for home checkout. A fee of \$.20 (20 cents) per day is charged for each overdue title. If items are overdue for more than 28 days, they are considered lost; replacement, billing, and processing fees shall be added to the overdue charges on the student's account. A student with library charges on his/her account shall be subject to the Holds on Student Accounts policy (above). For questions regarding borrowing or fines, please contact the library staff.

Following are the policies for Library material checkout:

| <u>Materials</u> | <u>Loan period</u> | <u>Renewal period</u> |
|------------------------------------|-------------------------|-----------------------------|
| Circulating books, CDs, and scores | 6 weeks | Two 3-week renewals allowed |
| DVDs | 4 hours (in-house only) | No renewal allowed |
| All reserve materials | 3 hours | No renewal allowed |
| Reference materials | N/A | In-library use only |

Library hours:

| | |
|------------------------|--------------------|
| Monday | 9:00 am – 5:00 pm |
| Tuesday through Friday | 9:00 am – 7:00 pm |
| Saturday | 10:00 am – 5:00 pm |
| Sunday | Closed |

Hours may vary during school breaks.

[Library Staff contact information](#)

Deborah Smith, Library Director
dsmith@colburnschool.edu

Chris Garcia, Senior Library Technician for Technical Services
cgarcia@colburnschool.edu

Eva Della Lana, Senior Library Technician for Public Services
edellalana@colburnschool.edu

Colburn Café

Monday – Friday

Café 7:00 am – 7:00 pm

Coffee Bar 7:00 am – 2:00 pm (7:00 pm on Wednesdays)

Saturday

Café 8:00 am – 2:30 pm

Coffee Bar 7:00 am – 5:00 pm

Sunday

Café 11:00 am – 6:30 pm

Coffee Bar 8:00 am – 5:00 pm

Parking on Campus and Public Transportation

[Parking Policies](#)

The Colburn School issues parking permits as part of TZDI registration. These permits are required to park in the School's parking structure, and to receive a discount at other locations (as described below). **A parking permit does NOT guarantee a parking space.**

Lost parking permits may be replaced for a \$10 fee.

[Student and Family Parking](#)

With a student population of 1,700+ 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 Directions](#)

[Guest Parking](#)

Guests who come to campus to enjoy a student performance, dine in the Colburn Café, or do any other activity are welcome to park in Colburn's Lot #3, Athena Parking, located on the southwest corner of Olive and 2nd Street.

Public Transportation

The Colburn School campus is conveniently located near public transportation hubs, and we recommend that visitors consider taking advantage of these services. Several new public transportation options have also recently become available with the opening of the Grand Avenue Arts/Bunker Hill Metro station near the Colburn campus. The A and E lines serve the Grand Avenue Arts/Bunker Hill station, and the B and D lines serve the Civic Center/Grand Park station; all are within easy walking distance of campus. In addition, more than 20 bus lines have stops within three blocks of campus. We recommend referencing the [LA Metro trip planner](#) for routes and schedules.

Lost and Found

The Colburn School Security maintains a lost and found program where students can check to see if a lost item has been found or turned in. To retrieve a lost item, the student will be required to prove the item belongs to them before it is returned. In the event of any loss, a Colburn Security officer will make a report documenting the loss.

APPENDIX A

LEGAL NOTICES

Accreditation, Approval and Authorization

The Colburn School is a private non-profit institution accredited by the National Association of Schools of Music.

Address, Location, Facilities and Equipment

The official mailing address of The Colburn School, as well as the physical address where Conservatory classes are held, is:

200 South Grand Avenue
Los Angeles, CA 90012
Main phone: 213-621-2200
www.colburnschool.edu

The Colburn School is located in downtown Los Angeles, California, in the financial and cultural districts. All classes are held at this location. The campus consists of two buildings bordering 2nd Street to the north and spanning from Grand Avenue to Olive Street. These buildings are referred to as the Grand Building and the Olive Building. The school sits on the north end of California Plaza. Its closest neighbors are the Museum of Contemporary Art (MOCA) to the south and Walt Disney Concert Hall to the west.

As appropriate to a conservatory of music and a community school of performing arts, the Colburn School's facilities include a 420-seat concert hall, a 189-seat concert hall, a 75-seat recital hall, two rehearsal halls, two dance studios, seven classrooms with projector, screen, computer and piano, offices for faculty and staff, teaching studios, a keyboard lab with 10 keyboards and 6 computers, and over 40 practice rooms. The Olive Building contains student residential housing. Of special note is the Jascha Heifetz Studio, which has been restored and relocated in the Grand Building. The studio is used for violin lessons, as befits its history.

Board of Directors and Administration

A list of the Colburn School's current administration and Board of Directors is available on the school's website (www.colburnschool.edu).

Non-Discrimination Notice

The Colburn School does not unlawfully discriminate on the basis of race, color, nationality, gender, sexual orientation, gender expression, ethnic origin, or religious belief in its admission, retention, student aid, scholarship, or other educational policies and other school-administered programs.

Appendix B

Residence Hall and Other Additional Fees/Fines

The following fees/fines may be assessed at the discretion of The Colburn School. Charges will be applied to the student's account.

***Fines increase with repeated offences that break the rules (disciplinary or safety). Each repeated offense is additional e.g. 1st offense \$25, 2nd offense \$50, etc.**

Appeals Process

Students have ten days from the posted bill to submit an appeal for the fee/fine that has been charged to their student account. If a student fails to dispute the charge within ten days of the date that the fee was posted to the student's account, the student is responsible for the amount owed.

1. Once a Residence Hall Additional Fee/ Fine has been posted to the student's account, the student should review the charges immediately. If the student believes there is an error in his/her bill, the student should immediately request an appeal by emailing <mailto:colburnliving@colburnschool.edu> housing@colburnschool.edu
2. Once the student has received a Residence Hall Fee/Fine Appeal Form, the student should complete and submit the Residence Hall Fee/ Fine Appeal Form within 10 days of their posted bill. Forms submitted after 10 days will not be reviewed and will be denied. The student will be responsible for the complete amount owed.
3. During the review process, the reviewing Residence Life Manager will place a hold on all contested Residence Hall Additional Fees/Fines, and the student will not accrue any late fees.
 - a. Please note the student may still accrue late fees on any other fees/fines.
4. Once the Office of Housing and Residence Life has reached a decision on the appeal, the student will be notified.
5. Should there be a remaining balance of any charges at the conclusion of the appeal, the student must immediately go to the cashier's office to either pay their bill completely or set up a payment plan.

| Item | Life Safety Fine | Materials Fine |
|---|------------------|----------------|
| Patch & paint wall damage, small (gouge) | | \$75.00 |
| Patch & paint wall damage, medium | | \$150.00 |
| Patch & paint wall damage, large (greater than 4 ft. x 8 ft.) | | \$350.00 |
| Window glass (unit) | | \$1,000.00 |
| Window glass (half-unit) | | \$500.00 |
| Bathroom linoleum flooring replacement | | \$500.00 |
| Kitchenette countertop replacement | | \$1000.00 |
| Switch or receptacle | | \$50.00 |
| Light globe/lens | | \$50.00 |
| Smoke detector | \$75.00 | \$75.00 |
| Thermostat | | \$150.00 |
| *Emergency light (Covering/ tampering) | \$75.00 | \$250.00 |
| Exit signs | \$75.00 | \$250.00 |
| Entry door (fire) | \$75.00 | \$1,000.00 |
| Door, interior | | \$600.00 |
| Door, hardware | | \$500.00 |

| | | |
|---|--|--------------|
| Door, lock set | | \$300.00 |
| Door, closer | | \$250.00 |
| Door card access device Persona | | \$1,000.00 |
| Sink, lavatory | | \$500.00 |
| Toilet, water closet | | \$500.00 |
| Bathroom/Kitchen Faucet | | \$250.00 |
| Floor, carpet tile common area (per square) | | \$50.00 |
| Floor, carpet (typical bedroom replacement) | | \$750.00 |
| Bathroom shower curtain rod | | \$110.00 |
| Bathroom shower head | | \$55.00 |
| Bathroom toilet seat | | \$60.00 |
| Bathroom Toilet paper dispenser | | \$75.00 |
| Above standard cleaning | | \$27.50/hour |
| Fire Life Safety Violation | \$75.00 | |
| *Damage to/Theft of School Property | \$100.00 + actual replacement/repair cost | |
| Defenestration | \$100.00 | |
| *Guest Policy Violation | \$50.00 | |
| ID Card Not Visible | \$25.00 | |
| Student Account Payment Late | \$25.00/per month | |
| *Leaving Trash in the Hallway/ Trash room Floor | \$25.00 | |
| Lockouts beyond 3 in 1 year | \$25.00 | |
| Lost Bedroom Key | \$65.00 | |
| Lost/Broken ID Card | \$25.00 | |
| Lost Mailbox Key | \$25.00 | |
| *Noise Violation | \$25.00 | |
| Parking Ticket | \$25.00 - \$75.00 | |
| Piano Damages | 1st violation: \$100 fine 2nd: \$200 fine 3rd: \$300 fine 4th: \$500 fine | |
| *Poster Vandalism | \$100.00 + the cost of reprinting the poster | |
| Reassembly of Bed at Checkout | \$50.00 | |
| Excessive Room Cleaning | \$150.00 | |
| Storing/Moving Furniture | \$50.00 per item | |
| Cafeteria Items found in Suite | \$25.00 | |
| Excess Trash in Suite | \$25.00 Per person living in the suite | |
| Hanger removal | \$25.00 | |
| Late Room Vacation | \$50.00 per hour | |
| Removal of Personal Furniture | \$75.00 per piece of furniture | |
| Events: Late Cancellation/No Show | \$10.00 up to cost of ticket | |

| | |
|--|---------------------|
| Non-Approved ESA Animals within the Residence Hall | \$100.00 per animal |
|--|---------------------|