



2026–27

Student Handbook and Catalog

COLBURN

SCHOOL

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INTRODUCTION

History of The Colburn School

The Colburn School began as a preparatory program for the University of Southern California in 1950. In 1980 it became an independent community school for the performing arts, accredited as a non-degree-granting institution by the National Association of Schools of Music (NASM).

The Colburn School continues its community arts mission through its various divisions, including the Colburn School of Performing Arts (CSPA), offering fee-based enrollment in music, drama, early childhood classes; Adult Studies; the Trudl Zipper Dance Institute and Dance Academy; the Music Academy; and the Colburn Conservatory of Music, which is the highly-selective, college-level division of The Colburn School. The School website (www.colburnschool.edu) provides complete information on all of the School programs.

Established in 2010, the Colburn Music Academy offers a comprehensive curriculum of courses taught by a prestigious, world-renowned artist faculty. Courses are designed to develop pre-college age students as well-rounded musicians.

School's Mission and Purpose

The mission of the Colburn School is to provide the highest quality performing arts education at all levels of development in an optimal learning environment. The mission is one of access and excellence: to enable all students to reach their highest potential in the performance of music, dance, and drama.

The Colburn Music Academy provides a superior musical education to highly gifted, pre-college musicians. The Music Academy's curriculum aims to develop these students not only to their highest musical potential, but also to become positive contributing members of our society.

Music Academy Student Catalog and Handbook

The Student Catalog and Handbook of the Colburn Music Academy provides students with important information regarding policies and procedures. Any subsequent changes to the policies, procedures, or content in this handbook will be communicated to students; should circumstances greatly affect information herein pertaining to the Music Academy program, a revised Student Catalog and Handbook may be issued to students. Note that other academic units within the Colburn School have separate policies and procedures; these may differ from those defined in this Student Catalog and Handbook specifically for Music Academy students.

All students enrolled in the Music Academy are responsible for reading, becoming familiar with, and abiding by all policies and procedures stated herein.

CODE OF CONDUCT, STUDENT RIGHTS AND RESPONSIBILITIES

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, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, religious creed, disability, medical condition, genetic information, marital status, military or veteran status, ethnic origin, or any other characteristic protected by applicable law.

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 the School's educational mission. Expression that materially disrupts the learning environment, creates

conflict, or violates the School's non-discrimination and harassment policies is not permitted. Examples of prohibited expression include but are 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
- Colburn General Counsel

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.

Student Rights

Students enrolled in the Music Academy have the following rights as part of the contract of their enrollment:

- Students have the right to equal treatment, without regard for race, color, nationality, gender, sexual orientation, gender expression, ethnic origin, religious belief, disability, or veteran status
- Students have the right to an environment free from discrimination, bullying and harassment.
- Students have the right to expect academic and musical evaluation free from prejudice or capriciousness.
- Students have the right to file grievances when they feel circumstances require such action.
- Students have the right to free inquiry, expression, and association.
- Students have the right to a safe and secure environment at all times. The Colburn School reserves the right to withdraw the privileges of residing in the residence hall and, if needed, the termination of enrollment from any student whose conduct is detrimental to the academic environment or to the well-being of other students, faculty or staff members, or physical facilities.

Student Responsibilities

Students enrolled in Music Academy accept the following responsibilities and standards of conduct as part of the contract of their enrollment:

- Students are responsible for conducting themselves with honesty, in accordance with accepted standards of professionalism and propriety, with proper regard for the rights of others, and for knowing and abiding by the standards and policies in this Handbook.
- Students are expected to engage in responsible social conduct that reflects credit upon the Colburn community regardless of time or place, both on and off campus, and including all digital learning platforms, social media platforms, and internet platforms. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner.
- Students must demonstrate respect for the academic and personal rights of others. This includes acts of complicity. The absence of active participation in misconduct is an insufficient response to violations of the code of conduct. Students are expected to take an active role in disengaging themselves from all acts of misconduct. Failure to do so can be considered acts of complicity and may result in such students facing the same charges as active participants.
- Students are expected to present work of high quality in both performance and academic studies. This includes a responsibility to attend all scheduled classes, rehearsals, and examination periods on time. (See Attendance Policy.)
- Students are responsible for the maintenance of their personal health. In the intensive musical and academic environment of the Music Academy, this means taking care of oneself physically, mentally, and emotionally, and finding a balance between work and restorative time.
- Students are encouraged to exhibit good taste and discretion in their attire while in public spaces within Colburn. Appearance should be appropriate to the academic and professional atmosphere of the school. In addition, students must observe the dress code found below in this Student Catalog and Handbook.
- In addition to the rights and responsibilities stated here, students at the Colburn School have all the rights assigned by the State of California and the United States as they may apply, and have the responsibility to abide by all laws of the State of California and of the United States.

Anti-Bullying Policy

The Colburn School prohibits bullying in all forms, including verbal, physical, social, and cyberbullying, whether on campus, at School-sponsored events, or through electronic communications related to the School community. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in

writing or by means of an electronic act, directed toward one or more students that has or can be reasonably predicted to have the effect of placing a reasonable student in fear of harm to themselves or their property, causing a substantially detrimental effect on the student's physical or mental health, or substantially interfering with the student's ability to participate in School programs.

Students, parents, and guardians who witness or experience bullying should report it promptly to the Office of the Provost, a faculty member, the Music Academy office, Colburn Human Resources, or Colburn's General Counsel. Reports may also be made through the School's anonymous reporting hotline at 877-749-2895 or online at colburnschool.ethicspoint.com. The School will investigate all reports of bullying and take appropriate corrective action, which may include disciplinary measures up to and including suspension, expulsion, removal from School premises, or denial of access to Colburn facilities or events.

Retaliation against any person who reports bullying or participates in a bullying investigation is prohibited and will itself be treated as a violation of this policy.

GENERAL ACADEMIC INFORMATION

Application and Admission Information

Admission to the Music Academy is achieved through a highly selective audition process. Applicants are required to submit an application, pre-screening video, and one letter of recommendation. Selected applicants are then invited to the Colburn School for a live audition. Complete information regarding application and admission to the Music Academy is available at www.colburnschool.edu/music-academy. Students applying to the Music Academy should not have begun collegiate studies in degree or diploma programs.

Non-Discrimination Notice

The Colburn School does not unlawfully discriminate such as 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.

Music Academy Diploma Program

The **Music Academy Diploma** program is a one-year, two semester program up to a 4-year, eight semester program (depending on the age and advancement of the student) consisting of a minimum of 34 hours of lecture and practicum per week. The curriculum is sequential, with students advancing in levels of study each semester.

The Colburn Academy meets California's elementary/secondary compulsory requirements for attendance by ensuring that all students enroll at a full-time, accredited institution per approval from the Provost of the Colburn School.

Music Academy Diploma Program Course Requirements (each semester)

Piano

		Lecture Hours (Credit)	Practicum Hours	Total* Credit
CORE				
Applied Lessons	ACAD AL	1	14	8
Showcase	ACAD APL	1	1	1.5
Chamber Music	ACAD CM	1.5	1	2
Beyond the Stage	ACAD ER	1	0	1
PIANO				
Keyboard Literature	ACAD KBL	1	1	1.5
Piano Duos	ACAD PND	1	1	1.5
Keyboard Sightreading	ACAD SRD	1	1	1.5
Piano Studio Class	ACAD PPC	1.5	0	1.5
MUSIC SKILLS				
Theory	ACAD TE	1	1	1.5
Aural Skills	ACAD AUR	1	1	1.5
Intro to Music History	ACAD MH	1	1	1.5
TOTAL HOURS:		12	22	23

*Credit earned for practicum is ½ of actual number of hours

Each Academy student is required a total of 22 practicum hours per week which includes 14 mandatory applied instrument practicum hours and 1 hour of rehearsal/preparation for performance-related classes and ensembles. Additional practicum hours are dedicated to Academy course work in Music Skills.

Strings

		Lecture Hours (Credit)	Practicum Hours	Total* Credit
CORE				
Applied Lessons	ACAD AL1	14	8	
Studio Class	ACAD SC	1.5	0	1.5
Showcase	ACAD APL	1	1	1.5
Virtuosi	ACAD ORC	2	2	3
Chamber Music	ACAD CM	1.5	1	2
Beyond the Stage	ACAD ER	1	0	1
<i>Celli only: Technique Class</i>	<i>ACAD VCT</i>	<i>1</i>	<i>0</i>	<i>1</i>
MUSIC SKILLS				
Theory	ACAD TE	1	1	1.5
Aural Skills	ACAD AUR	1	1	1.5
Intro to Music History	ACAD MH	1	1	1.5
Keyboard Skills	ACAD KBS	1	1	1.5
TOTAL HOURS:		11.5 (12.5)	22	22.5 (23.5)

*Credit earned for practicum is ½ of actual number of hours

Each Academy student is required a total of 22 practicum hours per week which includes 14 mandatory applied instrument practicum hours and 1 hour of rehearsal/preparation for performance-related classes and ensembles. Additional practicum hours are dedicated to Academy course work in Music Skills.

Winds/Brass/Percussion

		Lecture Hours (Credit)	Practicum Hours	Total* Credit
CORE				
Applied Lessons	ACAD AL1	14	8	
Studio Class	ACAD SC	1.5	0	1.5
Showcase	ACAD APL	1	1	1.5
Virtuosi**	ACAD ORC	2	2	3
Chamber Music	ACAD CM	1.5	1	2
Beyond the Stage	ACAD ER	1	0	1
MUSIC SKILLS				
Theory	ACAD TE	1	1	1.5
Aural Skills	ACAD AUR	1	1	1.5
Intro to Music History	ACAD MH1	1	1	1.5
Keyboard Skills	ACAD KBS	1	1	1.5
TOTAL HOURS:		12	22	23

*Credit earned for practicum is ½ of actual number of hours

**Or other large ensemble as assigned

Each Academy student is required a total of 22 practicum hours per week which includes 14 mandatory applied instrument practicum hours and 1 hour of rehearsal/preparation for performance-related classes and ensembles. Additional practicum hours are dedicated to Academy course work in Music Skills.

2026-27 COLBURN MUSIC ACADEMY FACULTY AND STAFF

Applied Faculty

Andrew Bain, Horn
Margaret Batjer; Violin, Academy Virtuosi
Martin Beaver, Violin, Chamber Music
Richard Beene, Bassoon, Chamber Music
Fabio Bidini; Piano, Chamber Music
Jonathan Brown; Viola, Chamber Music
Olivia Cho, Cello Technique Class
Yibing Chu, Violoncello
Gina Coletti, Viola
Yehuda Gilad, Clarinet
Clive Greensmith; Violoncello, Chamber Music
Henry Gronnier; Violin, Chamber Music
Matt Howard, Percussion
HyeJin Kim; Piano, Chamber Music
Joan Kwuon; Violin, Chamber Music
Rodolfo Leone; Piano, Piano Duo
Robert Lipsett, Violin
Tatjana Masurenko; Viola, Chamber Music
Demarre McGill; Flute (Interim)
Moni Simeonov, Chamber Music
Jonah Sirota, Chamber Music
JoAnn Turovsky; Harp, Chamber Music
Micah Yui; Chamber Music, Piano Studio Class

Academic Faculty

Deborah Devine, Presentational Skills
Jessica Edmond, English for Speakers of Other Languages
Michaela Eremiasova, Music Theory and Aural Skills
Vera Ivanova; Music Theory, Aural Skills
Régulo Martínez-Antón, Keyboard Literature
Leila Núñez-Fredell, Music History
Hyejin Park, Sightreading for Pianists

Conservatory Graduate Student Teachers

Chi-Jo Lee, Keyboard Skills

Music Academy Administration

Nathaniel W. Zeisler, DMA, Provost
(213) 621-1080; nzeisler@colburnschool.edu
Margaret Batjer, Music Academy Director
mbatjer@colburnschool.edu
Olivia Richardson, Music Academy Manager
(213) 595-8077; orichardson@colburnschool.edu
Lin Phoong, Registrar/Student Services Manager
(213) 621-4788; lphoong@colburnschool.edu
Judy Zhu, Assistant Director of Admissions and Recruitment
(213) 621-4761; jzhu@colburnschool.edu

Employee Screening: All Colburn School employees (and contractors who work with or have direct access to students) are subject to criminal background checks, including a review of sex offender registries, prior to beginning work and periodically thereafter in accordance with applicable law. The Colburn School is committed to maintaining a safe environment for all students and will not employ or engage any individual in a position involving contact with minors who has been convicted of a disqualifying offense.

COURSE DESCRIPTIONS

Course offerings are subject to change without notice. Refer to the Class Schedule for courses offered in a given year.

Academy Virtuosi Orchestra

ACAD ORC

The Academy Virtuosi string ensemble provides students with a unique opportunity to explore string chamber orchestra repertoire in a conductor-less ensemble. Students will be exposed to varying viewpoints on interpretation and style and will have the opportunity to hone their leadership and listening skills while learning to play together as a cohesive ensemble.

Applied Lessons

ACAD AL1, AL2, AL3, AL4

All Music Academy students enroll in applied lessons on their principal instrument. Music Academy students receive individualized instruction from Colburn Music Academy faculty. Applied lessons constitute the core of the Colburn Music Academy's ethos of providing conservatory-level musical training to pre-college musicians. A required performance jury will take place at the end of each school year to assess progress in applied studies.

Beyond the Stage

ACAD PS1, PS2

Beyond the Stage is designed to equip Music Academy students with exploring artistic identity and mindset, a professional portfolio, networking, and higher education preparation. The course brings together Colburn faculty, guest experts, and student affairs leadership to address topics ranging from career pathways to public speaking.

Cello Technique Class

ACAD VCT

In this course, cellists will study foundational technical concepts and connect them to relevant repertoire. Topics will include bow control, bow strokes, vibrato, shifting, intonation, polyrhythms, and more. Material will be drawn from method books (e.g. Feuillard, Duport, Starker, Sevcik, etc.), scale systems, etudes, and standard cello repertoire.

Chamber Music

ACAD CM1, CM2

Students work in small chamber ensembles under the guidance of a faculty member, developing collaborative skills and musicianship, in addition to an increased knowledge of core instrumental repertoire. Students are assigned to groups and participate in weekly coaching. Weekly group rehearsals are required.

English as a Second Language

ACAD ESL

English as a Second Language courses are designed to help non-native English-speaking students develop their English academic reading, writing, speaking and listening skills. The course will cover writing and grammar skills, reading and vocabulary skills, and listening and speaking skills through a variety of in-class and independent exercises and assignments.

Harpsichord

ACAD CFB

This course will offer practical experience for pianists in various aspects of harpsichord playing. We will cover topics such as technique (with a special emphasis on touch) and how harpsichord playing differs from piano playing; the art of basso continuo (which was used both as a form of accompaniment and as the foundation for solo keyboard improvisation and composition in the Baroque); tuning and tuning systems; the fundamentals of

instrument maintenance. We will also conduct a close examination of eighteenth and seventeenth-century keyboard repertoire, much of which is typically not approached by pianists. While some of these topics will be covered from an academic perspective, the course is designed to give as much practical experience on the instrument as possible. Offered contingent upon faculty recommendation.

Introduction to Music History and Listening Seminar

ACAD MH1

This course provides students with a basic framework of knowledge for the study and performance of musical works. Students will situate music-making in a historical context and learn about key terms, genres, and styles. Students will listen to and discuss important works by a wide range of composers and from a variety of time periods. Students will learn to put their original reflections and ideas about the music into short written assignments and identify stylistic and historical traits by ear.

Keyboard Literature

ACAD KBL1, KBL2

A four-semester course in the appreciation of Western keyboard classical music from the Baroque to the present day. The course focuses on a select group of keyboard composers and covers their major works, technical studies, performance issues, and historical context. The first semester will be an overview of piano literature with the following semesters covering specific composers (i.e. Bach, Beethoven, Chopin and other major figures). Weekly attendance is required.

Keyboard Sightreading

ACAD SRD

Music Academy pianists learn to sightread music efficiently and competently. In a small group setting, the instructor will help students build skills to play music sight unseen, as well as decrease the amount of time it takes to prepare a piece.

Keyboard Skills

ACAD KBS

This piano group class serves students at the Beginner, Intermediate, and Advanced levels. Beginners will establish foundational keyboard technique, develop basic harmonic understanding, and explore simple repertoire. Intermediate students will strengthen technique, expand their knowledge of harmony and chords, and work on more varied repertoire. Advanced students will refine their technical skills and engage with challenging works. Across all levels, instruction includes sight-reading, scales, chord progressions, improvisation, and score reduction.

Music Academy Showcases

ACAD APL1

Students perform for their peers, teachers, and the public. All performances are live streamed on the Colburn website. . Participation requires a high degree of preparation in order to perform at the required level. Students must submit a Performance Request form to the Music Academy Office one week prior to the requested performance date and must receive approval from their applied lessons instructor to perform. Attendance at each session is required of all students. Students are required to perform in at least two Showcases per year. Faculty must approve participation.

Music History: Special Topics

ACAD MH2

This class will cover special topics throughout the history of music. Students will explore the connections of music across many time periods through three topics: Program Music, Popular Styles, and Water Music. We will build on the terms and skills students learned in Introduction to Music History and cover music by composers such as

Debussy, Casulana, Weelkes, Joplin, and Beethoven. Students will be expected to prepare a final presentation and research paper applying concepts they have learned in the class.

Piano Duos

ACAD PND

This course's objective is to provide Music Academy pianists with the basis and tools for success in the collaborative aspect of piano playing at a pre-professional level. Through the studying and performance of the piano duo repertoire which includes original works for two pianos as well as transcriptions of chamber and orchestral works by their authors, the students will learn to communicate musical intentions, negotiate different ideas about a piece with their colleagues as well as learn to rehearse efficiently. Students will have juries each semester and are encouraged to perform on the Showcases.

Studio Class

ACAD SC1

Weekly instrumental studio classes. Music Academy students participate and perform in the weekly studio classes of their applied faculty with Colburn Music Academy and Colburn Conservatory students. Participation requires a high degree of preparation. Studio class procedures and policies vary per instructor.

Theory and Aural Skills I

ACAD TE10, AUR10

Theory and Aural Skills II

ACAD TE20, AUR20

A comprehensive study of the fundamental materials of tonal music. Emphasis will be placed on part writing of diatonic harmonic progressions, nonharmonic tones, realization of figured bass, melodic analysis, and basic compositional analysis. Also to be included will be the study of smaller forms and the linear origin of standard harmonic progressions. Introduction to the instruments of the orchestra and their various transpositions will also be included.

The sight singing component will include melodies in the treble and bass clefs. The dictation component will focus on melodic and harmonic intervals within the octave; diatonic, melodic and harmonic dictation; and rhythmic dictation. Quality of triads and seventh chords will also be included.

Theory and Aural Skills III

ACAD TE30, AUR30

Theory and Aural Skills IV

ACAD TE40, AUR40

An intensive study of modulation, secondary dominants, including the half- and fully-diminished 7th chords, the deceptive resolution of all chromatic dominants, the Neapolitan chord and the Augmented Sixth chords. An emphasis on enharmonic spelling and its relation to advanced modulation will be studied during the second semester. The relation of ultra-chromaticism to the breakdown of tonality will also be a focus of study. An analysis of larger forms will also be included.

Sight singing will include chromaticism and the introduction of the alto and tenor clefs. Melodic and harmonic dictation that involves chromatic chords, modulation to related and unrelated keys, and keyboard harmony exercises will also be included.

ACADEMIC POLICIES AND PROCEDURES

Academic Freedom Policy

The Colburn School “Colburn” (Which is comprised of multiple units, including the Community School, TZDI, Music Academy and Conservatory) values and upholds the principles of academic freedom, recognizing its essential role in fostering creativity, critical thinking, and the pursuit of knowledge. This policy outlines the rights and responsibilities of faculty, students, and staff in maintaining an environment conducive to free expression and inquiry.

Principles:

Freedom of Expression: Faculty, students, and staff have the right to freely express their artistic, scholarly, and pedagogical ideas without fear of censorship, retribution, or institutional interference.

Curriculum Development: Faculty members have the autonomy to develop and implement curricula, choose instructional materials, and employ teaching methods that align with their professional judgment and expertise.

Research and Creative Work: Faculty and students are entitled to conduct research and engage in creative work in their fields of study. They may publish, exhibit, or perform their work without undue restriction, provided it adheres to ethical standards and legal requirements.

Institutional Support: Colburn commits to providing resources and support necessary for faculty and students to pursue their academic and artistic endeavors. This includes access to facilities, funding opportunities, and administrative assistance.

Responsibility and Integrity: With academic freedom comes the responsibility to maintain scholarly integrity, respect the rights of others, and contribute to a respectful and inclusive academic community. Faculty and students must adhere to professional and ethical standards in their work.

Grievance and Appeals: Colburn provides mechanisms for addressing grievances related to academic freedom. Individuals who believe their academic freedom has been compromised may seek resolution through established institutional procedures.

Within the school’s mission to educate performing musicians to the highest level, the principles of academic freedom and freedom of inquiry are upheld. In turn, each faculty member is expected to adhere to the institution’s ethical standards in all teaching, research, performance, and mentoring, and to discharge responsibly their obligations to the institution as a teacher, scholar, performer, and member of the community.

This policy applies equally to verbal and written communication, as long as it is in line with other existing policies and in compliance with legal requirements.

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 using Artificial Intelligence tools to do so.

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to plagiarism. In particular, using generative AI tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted.

Students will be notified in writing by the faculty member that a violation of the Academic Integrity Policy has occurred via their Colburn email. The student should provide a response no later than two (2) calendar days from receipt of the notice from the faculty member. The student will be required to meet with the faculty member to discuss the alleged violation within seven (7) calendar days.

The meeting outcome will determine the next steps as outlined below:

- If the student agrees that a violation has occurred, the faculty member will inform the Registrar. Academic Integrity sanctions will occur as listed below.
- If the Student disagrees that a violation has occurred, there are two processes:
 - If it is a complex case or the academic outcome could lead to the student's failure of the class and/or inability to graduate, the faculty member will refer the case to the Office of the Provost.
 - If the case is not complex or would not result in failing the class, the faculty member can determine the appropriate outcome (responsible or not responsible). If found responsible, the faculty member will inform the Office of the Provost Registrar and Academic Integrity sanctions will occur as listed below.

In cases involving alleged misuse of Artificial Intelligence, faculty members must present at least one form of supporting evidence/documentation of the alleged violation that does not include an AI detection report. Examples of such evidence may include: comparative samples of work demonstrating a different “voice,” misinformation within the submitted assignment, inaccurate citations, repetitive patterns involving specific keywords or phrases, or the student’s inability to speak knowledgeably of their own assignment.

Students are not eligible to withdraw from courses where they have had an academic integrity violation.

Violations of this policy shall result in the following disciplinary action:

- A student’s first academic integrity violation shall result in probation (see “Consequences” below), and a record of the violation shall be placed in the student’s permanent file and a failing grade on the assignment. Students placed on probation for reasons of academic integrity shall be on probation from the time of the violation through the following semester.
- If the violation involves an assignment or exam that represents a substantial portion of the grade for the semester, the student may receive a failing grade for the course if so noted in the syllabus.
- A second violation of the policy will result in dismissal from the school.

Violations of this policy may impact the success of future applications to any program at the Colburn School.

Academic And Performance Progress

The Colburn Academy curriculum is designed to give each and every student a series of courses in a specific order to ensure optimal learning. Evaluation for appropriate levels of progress is established by:

- Class grades and attendance (see Attendance Policy below);
- Satisfactory completion of assignments both in and outside of class;
- Satisfactory performance during juries;
- Attainment of the expected level of accomplishment in performance as demonstrated in concerts, recitals, performance juries, and applied lessons.

Evaluation of progress within the Music Academy is based both on academic work and performance. Evaluation is ongoing with an expectation of advancement and improvement at all levels. Poor grades, jury performance and/or applied lesson grade are indications of concern.

Students who are placed on probation for either academic or performance reasons will also be reviewed by the Office of the Provost to determine if progress is taking place. Students who are placed on probation for more than one semester may be dismissed from the Music Academy.

Collaborative Pianist Policy

The Provost may approve the cost of a collaborative pianist for up to 12 hours per year, when accompanied by Conservatory piano students. These hours may be used for rehearsals, lessons, studio class, Academy master classes, juries, and Showcases. The Music Academy does not cover the cost of any collaborative piano hours. Pianist hours are calculated in one half hour increments. Any number of minutes under 30 will be calculated as one half hour.

Unless approved by the Provost in special circumstances, the Music Academy does not cover the fee for any non-Conservatory or staff pianist. Any desired accompanying beyond the 12 hours per year is the financial responsibility of the student. Please note that international Conservatory students may not receive payment for services, except through payment by the Colburn School. International students must consult Colburn's Designated School Official, Christine Daniels, with any work-related questions.

When seeking accompanists, remember to plan ahead! Once a performance has been confirmed, accompanist arrangements should be made soon after.

Attendance Policy: Absences and Tardiness

Students are expected to approach all studies in a professional manner. Attendance and punctuality are expected at all scheduled classes, lessons, coachings, rehearsals, and performance. All absences must be approved via the process described below.

General Absence Policy

- Students are required to attend a minimum of 85% of any individual class) Grading will be determined by participation and attendance. Students should follow all appropriate procedures in this Handbook and the individual course syllabus to notify the appropriate faculty member of illness or for a request for an excused absence.

Absence for religious observance

Students may be excused from class for observance of religious worship, duty, holiday, or ceremony. Students will not be excused from completing required assignments, but if the holiday coincides with a test or other required assignment, accommodation will be made to make up that work. Students planning on being absent from class due to religious observance should notify the Academy Office no less than one week in advance of the absence.

Individual class policies

Individual instructors may set attendance policies for a specific class. Such policies may include provision for a grace period and/or specific details about how tardiness affects the grade for that particular class. All classes share the minimum 85% attendance requirement as described in the General Absence Policy above.

Artistic attendance policy

Unexcused absences for artistic classes shall be defined as any absence from a requirement presided over by an applied faculty member (including but not necessarily limited to lessons, chamber music rehearsals and coachings, Virtuosi or Piano Duo ensemble rehearsals, or Music Academy Showcases) for which an absence request was not submitted and approved in advance. Unexcused absences from artistic classes shall result in disciplinary action as follows:

- 1st violation: Email sent to the student
- 2nd: Email sent to the student and parents/guardians notified

- 3rd: Appropriate applied faculty notified and grade impacted based on input from faculty and Director of the Academy
- Further violations: May result in a failing grade, which could lead to probation or dismissal.

Conflicts between applied courses and academic courses

It is every student's responsibility to ensure that there is no conflict between scheduled academic class times and times set for rehearsals, recordings, lessons, and concerts. ***Rehearsals, recordings, lessons, and concerts must NOT conflict with academic classes.*** If a student is asked to participate in a school-related performance that conflicts with an academic class, there should be no assumption on the part of the student that the performance takes precedence over the academic class. Though the Colburn staff involved in the booking should verify with the Academy staff as to a student's availability, it is the student's responsibility to inform the Colburn staff of potential class conflicts with the engagement or rehearsals.

Tardiness

Students are expected to attend all scheduled classes, rehearsals, and examination periods on time. Excessive tardiness, like unexcused absences, shall negatively affect the student's grades. Specific policies are listed in class syllabi.

Request for excused absence

In the case of an attendance conflict arising due to participation in competitions, auditions, or other such activities, a student may request an excused absence by completing the Absence Request Form a minimum of 7 days in advance of the absence. The Absence Request Form is sent to the appropriate faculty and the Music Academy Administrator. *If the Absence Request Form is not completed and submitted within the appropriate timeframe prior to the first day of absence, then the absence is unexcused.* Unexcused absences will affect the student's grade and may result in sanctions up to and including probation and/or dismissal. Please note that excessive excused absences may still adversely affect the student's grade.

Submitting an absence request does not guarantee approval. Please ensure approval is received before committing to another obligation.

Documentation

Documentation supporting the absence request may be requested by Music Academy Administrator.

Illnesses and Emergencies

In the case of illness or family emergency, a student is required to notify all of his/her teachers and the Academy Office at the time of the absence and fill out absence request form. Additional documentation for the absence may be requested by the Music Academy office.

Make-up work

Students who are absent from classes are required to make up all assignments and tests that were missed during the absence and are solely responsible for doing so. This applies to both excused and unexcused absences. In the case of an unexcused absence, depending on the circumstance, individual teachers may or may not allow make-up work.

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:

Monday – Friday	7:00am – 10:00pm
Saturday	7:45am – 10:00pm
Sunday	8:00am – 10:00pm

After 10pm, the school is closed to the public. Academy students do not have access to the practice rooms after 10pm. Residents of the 12th floor must meet a member of the Residential Life staff in the lobby of the 12th floor every night at 10pm unless the resident's parent/guardian has previously coordinated the excusal with the office of Residential Life. For more information regarding curfew for residential students, refer to the Residential Life Guidebook. Access to Thayer Hall, the Olive Rehearsal Hall, and faculty studios is prohibited after closing unless special arrangements have been pre-approved by Academy Office, in coordination with the applied teacher and Production.

Change in Status (Informational)

All students should notify the Academy Office when a change in status occurs; e.g., a change in address, phone number, attendance, or any other change that may have an impact upon the completion of the student's education or the student's permanent record. International Students are required to update the DSO of any changes to maintain their F-1 status. Changes should be reported within a 10-day period.

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;
- And 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 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 acceptable 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 a whole work and may not constitute a performable unit.

Sound recordings:

- Non-music recordings: Cassettes or disks 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.

Students are expected to purchase original scores using an edition approved by their applied teacher. Students should understand the importance of building their own personal library collection for lifelong use.

Cost of Attendance and Fees

The cost of attendance per academic year in the Colburn Music Academy is as follows:

- Enrollment deposit for new students (non-refundable): \$275
- Tuition: \$20,500
- Housing: \$11,500
- Board: \$6,750
- Health Insurance (Residential and International Students): \$2,242
- Comprehensive Fee (Residential Students): \$1,050
- Comprehensive Fee (Non-Residential Students): \$525

Tuition and fees are subject to change. See the Schedule of Student Charges for a complete list of charges and fees.

All students residing in the Residence Hall are required to have health insurance, a meal plan, and attend a Colburn-partner high school (Sage Oak or ASU Prep). Refer to the Office of Residence Life or Academy Office for more information on this requirement.

Disability Accommodation

This policy confirms the Colburn School's commitment to providing reasonable modifications for individuals with physical, mental, or learning disabilities as required by Title III of the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Reasonable modification includes the provision of auxiliary aids and services, or modification to policies, practices, testing, or a program of study, to allow access and participation by individuals with disabilities. The Colburn School is not required to provide modifications that would fundamentally alter the nature of the program or impose an undue burden on the School.

A student or, for students under 18, a parent or guardian requesting a reasonable modification should submit the request in writing to the Registrar, along with supporting documentation of the disability. The School will engage in an interactive process with the student and family to determine appropriate modifications. Documentation should generally include the following:

- Documentation should be from a licensed professional who is familiar with the student's condition.
- Documentation should be signed by the professional providing the assessment.
- Documentation should identify the disability and how it affects the student's ability to participate in the program.
- Documentation should indicate whether the condition is permanent or temporary and, if temporary, the anticipated duration.
- Documentation should include any recommendations for modifications that would allow the student to participate fully.
- If necessary, the school may request an updated or more extensive evaluation.

Modifications will be determined through an interactive process with the student and family, informed by the supporting documentation. The Registrar shall confirm the specific modifications with the student or parent and will confidentially inform the relevant instructor(s). Students and families are encouraged to submit requests early in the academic year, so that appropriate support may be provided as soon as possible.

Dress Code

The Colburn School is the residential home for many of our Music Academy students, as well as a public campus that welcomes students of all ages and their families. The attire students wear in the residence hall may not be

appropriate for public spaces (any space outside of the Residence Hall, including the café and practice rooms). Students in the Music Academy must observe the following dress code in public spaces:

Daily Dress

Clothing should be suitable for an environment with young children present. Undergarments should not be visible, and clothing should not display offensive language, imagery, or references to alcohol, drugs, or violence. All clothing should allow for full participation in the student's program activities.

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.

Virtuosi and Showcase Performers

Dress code for performers matches the standards of a professional recital or chamber music series.

Dress Attire A: Suit consisting of:

- Suit jacket
- Collared dress shirt
- Long necktie OR bowtie (colors permitted)
- Formal trousers
- Formal dress shoes

Dress Attire B: Elements of the following:

- Evening gown-type formal recital dress OR
- Long skirt, formal trousers, or pantsuit paired with formal top OR
- Formal jumpsuit
- Formal dress shoes

Colors are permitted and encouraged. Performers must wear formal dress shoes at all times onstage.

Students who wear religious or cultural attire (such as hijabs, yarmulkes, turbans, or other head coverings) may do so during daily activities and performances. Students who require adaptive clothing or footwear due to a disability may request a modification to the dress code through the process described in the Disability Accommodation section of this Handbook.

Email Policy

All students are issued a Colburn School email address in their first semester of attendance. The Music Academy Office will direct official messages to students' Colburn School email addresses as the primary method of online communication. Students must check their Colburn School email inbox on a daily basis when school is in session. Students are responsible for using their Colburn School email responsibly and for conducting themselves in accordance with accepted standards of professionalism, honesty, and propriety, and with proper regard for the rights of others. Violations of these standards and policies of the Colburn School may result in sanctions that may include, but are not limited to, a warning, fine, probation, suspension, or dismissal. Please refer to Information Technology (IT) Acceptable Use Policy for additional information.

Refund Policy

To withdraw from the Music Academy, the parent/student must submit a written request (email) to the Music Academy Office.

- Informing an instructor, stopping payment, or not attending class does **not** constitute a withdrawal.
- Once the request is received, it will be reviewed by the appropriate administrator.

The Colburn School's cancellation policy extends the student's right to cancel the enrollment agreement and obtain a refund of charges up through Friday of the second week of class.

Cancellation before the Friday in the second week of classes:

The school will refund 100 percent of the amount paid for tuition and other institutional charges, less the enrollment deposit (\$275).

The refund policy for students who cancel the enrollment agreement after the cancellation period (the second week of class) and complete 60 percent or less of the period of attendance shall be a pro rata refund. For your convenience see below the approximate time frame for refund in weeks.

- Withdrawal beginning the Monday in week three through the Friday of week Eight of classes: a prorated refund of institutional charges including tuition, room charges, comprehensive fee and parking amounts paid to date, calculated on a 15-week semester
- Withdrawal beginning on the Monday of week nine of the semester a student will have received 60% or more of the education, and there will be no refund.

Refund of health insurance: Students who have signed up for the School's health insurance plan 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 Director of Student Services

External Instruction Policy

Students who are enrolled in individual lessons at The Colburn Music Academy may not study the same instrument at another institution, or with another private teacher, without the prior approval of the applied teacher and the Director. Students who violate this policy may have their enrollment in the Music Academy terminated without refund of tuition or fees.

Financial Assistance Policy

The Colburn School has a limited amount of need-based financial aid available to qualifying students. To be considered for financial aid, applicants must submit a financial aid application, in addition to supporting financial documents as detailed on the application. Additional documentation not outlined on the Financial Aid application may be requested. Students are responsible for meeting all deadlines and for providing all required documentation as listed on the application form, and as requested by the Music Academy Office. Forms are available in the Music Academy Office and on the Music Academy's website.

Prior to considering requests for aid, the Financial Aid Committee shall review the student's account for holds. If the student's account is current, the Financial Aid Committee shall then determine if the School can provide support for the student's request.

Gap Year

Students may attend the Music Academy for a gap year in exceptional circumstances. Gap year students are defined as students who have completed high school but have not been enrolled in any collegiate program.

- Gap year students must be 19 or younger at the start of the school year.
- Gap year students may not have attended a college/university/conservatory.
- In general, students may attend the Music Academy for one gap year.

Current Music Academy students

A request to extend the Music Academy Diploma program beyond high school graduation may only be made by the applied teacher.

- Requests must be received in writing (email) by April in the year before the desired gap year (April of the final year of high school).
- Program extensions must be approved by the Artistic Director of the Music Academy, in consultation with the Music Academy faculty.
- If a residential student is approved for a gap year, on-campus housing is not guaranteed.

New applicants to the Music Academy

Students in their final year of high school may apply directly to the Music Academy with the intention of taking a gap year before enrolling in a collegiate program.

Gap Year Curriculum

All gap year students will participate in the Core Music Academy curriculum for their instrument and the cross-listed Conservatory Solfege Ensemble.

Continuing Music Academy students in a gap year will follow the sequence of course work from their previous year.

- Students will repeat the Music History: Special Topics class as the content varies from year to year.
- Students who have not completed the four-year sequence of Theory and Aural Skills will continue in that progression.
- Students who have completed the four-year sequence of Theory and Aural Skills will take the Conservatory Theory and Aural Skills placement exams. The results of these exams will determine if the student enrolls in cross-listed Conservatory classes.

New Music Academy students will take placement exams to determine Music Skills course work.

- Students will take the Conservatory Theory and Aural Skills placement exams. The results of these exams will determine if the student enrolls in cross-listed Conservatory classes.
- Students will take Music Academy placement exams in Keyboard Skills (non-pianists) and English for Speakers of Other Languages (ESOL) if applicable. Registration for Music Academy Music Skills classes will be determined after these exams.

Gap year students are expected to continue to prepare for collegiate level studies. Depending on course placement as described above, gap-year students may also be required to take additional course work per advisement of the Registrar.

Grading System and Policy

Grades are assigned according to the following system of evaluation:

Grade	Percentage Value	Interpretation
A+	100%	Excellent
A	93-99%	
A-	90-92%	
B+	87-89%	Good
B	83-86%	
B-	80-82%	
C+	77-79%	Fair
C	73-76%	
C-	70-72%	
D+	67-69%	Poor
D	63-66%	

D-	60-62%	
F	0-59%	Fail
P	67-100%	Pass
F	0-66%	Fail
INC		Incomplete
W		Withdrawn

Grades are intended for tracking progress and performance benchmarks. Grades are also considered in cases of disciplinary action, probation, or dismissal from the program.

Holds on Student Accounts

Charges may be applied to student accounts. Examples of such charges include but are not limited to Music Academy fees (tuition, room and board), library fines, parking fees, and charges for damages to residential areas. It is the responsibility of the student to pay any charges incurred. Unpaid charges may result in a hold on a student's account. Students who exceed 90 days past due may be administratively withdrawn from the school.

If a hold is in place, until such a time as the outstanding amount is paid and the hold is removed, student will not be able to:

- Register for classes
- Reside on campus
- Use Colburn facilities, including practice rooms
- Be awarded a diploma
- Perform in Music Academy events
- Receive financial assistance

Students who cannot make payment due to financial hardship may arrange a payment plan with the Music Academy Office. A late fee of \$60 will be added every month to the unpaid balance.

Students who fail to resolve their balance by June 30 of each academic year will not be able to register for the upcoming year and are effectively removed from the program.

Identification Badges

Music Academy students are issued a Colburn School ID badge at the start of their enrollment at the Music Academy, offering them access to School facilities, including practice rooms and, if residential, dormitory housing areas. Identification badges must be worn at all times and the fee for replacement badges, whether lost, misplaced, damaged, or stolen, is \$25. Replacement badges will not be issued until the fee has been remitted.

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. The IT Department requires all students to read and sign policies regarding acceptable use of technology on the School campus. All IT policies and standards are part of this Student Catalog and 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.

NOTE: The complete IT Acceptable Use Policy may be found at the end of this book in APPENDIX A and on the School's website.

International Student Information

Please direct any questions pertaining to international student matters to a Designated School Official (DSO) of the school. The Colburn School has a PDSO (Primary DSO) and a DSO, and they can be reached as follows:

- Christine Daniels (PDSO), (213) 621-4787, dso@colburnschool.edu
- Lin Phoong (DSO), (213) 621-4788, lphoong@colburnschool.edu

Enrollment/I-20

The school will issue a Form I-20 for an international student only after the student has applied, been admitted, submitted all required paperwork, paid the enrollment deposit, and supplied the information required (including a passport copy and proof of finances – see below). The I-20 is emailed to the student along with instructions about applying for an F-1 student visa.

Proof of Finances

Part of obtaining an I-20 is proving that the student has the means to cover expenses for the Colburn Music Academy program. If you were offered any scholarship or financial assistance by the school, the required proof of finances that you need to supply will be for the total cost of attendance minus the scholarship amount offered by the school. Proof of finances must be in the form of an official bank statement showing sufficient liquid funds to cover the cost of the program, living and personal expenses.

Entry into the United States

Students in initial status (i.e., new and non-transfer I-20 students) will only be permitted to enter the U.S. within 30 days of the “Program Start Date” indicated on page 1 of the I-20. Earlier arrivals are not permitted by the U.S. government. Please plan to arrive in the U.S. no earlier than 30 days before your program starts.

Alien Registration Requirement

The INA requires that, with limited exceptions, all aliens 14 years of age or older who were not registered and fingerprinted (if required) when applying for a U.S. visa and who remain in the United States for 30 days or longer, must apply for registration and fingerprinting. Similarly, parents and legal guardians of aliens below the age of 14 must ensure that those aliens are registered. Within 30 days of reaching his or her 14th birthday, all previously registered aliens must apply for re-registration and to be fingerprinted.

Working in the United States

The U.S. government strictly enforces visa regulations. International students in the Music Academy are prohibited from working off campus and will not be issued off campus work authorization. Additionally, minors (persons under 18 years of age) are not allowed to work on campus.

Social Security Numbers/ITIN

In order to obtain a Social Security Number (SSN), foreign nationals need to obtain a job in the U.S. Most Colburn Academy students will not be eligible to work (see above). In the event that a student is above 18 years of age and is offered on-campus employment, the student needs to contact the PDSO for further instruction on how to apply for SSN.

ITIN is a personal identification number used for taxation purposes in the U.S. If you need to obtain an ITIN (because you receive a taxable scholarship, for example), please consult the official instructions from the IRS (Internal Revenue Service): <https://www.irs.gov/individuals/how-do-i-apply-for-an-itin>.

Option 2 or 3 is recommended, which does not involve mailing your passport to the IRS.

Traveling with I-20

For a student to properly re-enter the United States while on an F-1 visa, the student must have a valid passport, F-1 visa, and an I-20; the “Travel Endorsement” section of the I-20 (located towards the bottom of page 2) must be endorsed by a DSO. Each signature is valid for one year and is required for re-entry into the United States.

Program Extension and I-20 Transfer

Colburn Academy I-20s are valid for 2 years. In the event that a student’s program is extended, they will receive an updated I-20 with a new end date some time in Spring before the current I-20 expires. If a student is graduating and plans to continue studying the United States during the following academic year, the student needs to request

the transfer of their I-20 record to the student's new school. This is true even if the student is continuing their studies at the Colburn Conservatory – it is a different academic entity than the Colburn Academy. The student needs to contact the DSO as soon as the student knows that they need a transfer by filling out the Transfer-Out Form: <https://forms.office.com/r/9dQ5uRCCR2>.

In addition to following the procedures required by the school, F-1 students may also need to submit an I-539 Extension of Status to US Customs and Immigration Services to receive approval to extend their academic program. When applying to extend, communicate with the DSO for details on the required materials to submit.

Students who do not plan to remain in the U.S. for further studies have to depart the U.S. no later than the Admit Until Date (AUD) listed on the I-94 arrival departure record.

In order to accommodate any changes that may take place to the academic schedule throughout the year, a May 15 date may initially be denoted as a student's "Program End Date." However, a DSO may change it to the actual date of Commencement once it is confirmed. Students are therefore encouraged to speak with a DSO before making summer plans after graduation.

Individual Juries

Performance exams judged by a faculty jury are held at the following times:

- Fall: seniors ONLY
- Spring: non-seniors

These exams allow faculty to assess the progress of the student in his or her applied area; a jury may be waived at the discretion of the applied teacher. Unsatisfactory progress in juries may lead to a probationary period.

Leave of Absence (Long-Term)

Students who provide adequate evidence of extenuating circumstances may interrupt their studies and apply for a Leave of Absence (LOA). This is a long-term absence, as opposed to a short-term absence requested using the Absence Request Form. Long-term leaves may be granted for academic, artistic, medical, military service, or personal reasons. In general, long-term leaves are granted for one semester or one academic year. The student may petition for an extension of leave beyond the time granted. Depending on the circumstances, a student with an extended leave may be required to re-apply and/or re-audition. Academic progress towards earning the Academy Diploma following a long-term leave of absence shall be assessed on a case-by-case basis.

Requests for long-term leave must be made by a written letter to the Provost and must be approved in writing. The written request must include the length of absence, the purpose of absence, and documentation verifying the purpose. Only students making satisfactory progress in their studies shall be granted leave. Students who do not contact the Provost for leave approval shall be dismissed after five school days of consecutive absences.

Library Policies

All library policies, services and resources can be found on the Colburn School website (www.colburnschool.edu) under "Library." Please use the website to search the library catalog, explore online resources, and post interlibrary loan and purchase requests. Library hours and borrowing rules are as follows:

Library hours:

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

Borrowing library materials: Academy students are entitled to check out up to 25 items (parts, scores, books) at any given time. Books and scores are checked out for three weeks and may be renewed once for an additional three weeks per renewal period. If another library user has put a hold on an item, it may not be renewed. Items

needed for course reserve are subject to immediate recall and overdue fees will be charged immediately. Audio-visual materials are for library use only and are not available for home check-out. A fee of \$.20 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).

Following are the policies for library material check-out:

	<u>Loan period</u>	<u>Renewal period</u>
Circulating books and scores	3 weeks	3 weeks
Audio-visual	4 hours (in-house only)	no renewal allowed
Reserve	3 hours (in-house only)	no renewal allowed
Reference	In-library use only	

Meal Plans

Meal plans activate on residence hall open dates and end on the residence hall closure date, as listed on the academic calendar. Any unused balances at the end of the academic year are non-refundable.

Monitored Practice Requirement

All residential students in the Music Academy are expected to engage in supervised practice sessions each morning, Monday through Friday, between 8:30 – 11:30 a.m.

This policy is designed to ensure consistency in practice habits and to support student success.

Piano Damages

The Music Academy reserves the right to revoke practice room privileges and charge students for damages to pianos according to the following:

- 1st violation: \$100 fine
- 2nd: \$200 fine
- 3rd: \$300 fine
- 4th: \$500 fine in addition to possible suspension from program and/or loss of financial aid

Practice Room Policy

Practice rooms at The Colburn School are shared by the Conservatory of Music, the Community School of Performing Arts (CSPA), and the Music Academy. In an effort to balance the needs of all students, the following policy is in effect. Any changes to this policy will be posted and students will be notified. Please be respectful of all practice room users and direct any issues or concerns to the Music Academy Office staff.

Usage of certain practice rooms is restricted.

- **CSPA Exclusive** – Available for use exclusively by CSPA students **Monday-Friday 1:00-8:00pm and Saturday 8:00am-2:00pm**. Conservatory and Academy students are not allowed to practice in these rooms during CSPA priority hours.
- **CSPA Priority** – Available for use on a **priority basis** by CSPA students **Monday-Friday 1:00-8:00pm and Saturday 8:00am-2:00pm**. Conservatory and Academy students are not allowed to practice in these rooms during CSPA priority hours. During all other times, Conservatory and Music Academy students have priority. A reservation code from the computer sign-out system authorizes a CSPA student to ask a Conservatory or Music Academy student to leave a practice

room *only during CSPA hours*. CSPA students who need a practice room during non-CSPA priority hours must first find an available room and then reserve it in the computerized system.

- **Piano Priority** – Any Conservatory or Music Academy student may use a Piano Priority room but must vacate if requested to do so by a Conservatory or Music Academy piano student.
- **Specialty Rooms** – Certain practice rooms are designated for particular instruments only. These include rooms for harp, percussion and chamber music. Academy students may reserve chamber music rooms through the Production Office.
- All other practice rooms in the Grand and Olive buildings are available for use by Conservatory and Music Academy students.
- Food and drink are prohibited in the practice rooms at all times.
- Students are prohibited from covering practice room windows.
- Do not place any items on top of pianos. This includes instrument cases, metronomes, and writing utensils. Students may be fined for violations of this policy.
- CSPA students may reserve practice rooms for up to 60 minutes. Conservatory and Academy students do not have a time limit on practice room use. However, instruments and all personal belongings must be removed if a student will be leaving a practice room for more than 15 minutes.
- Students must not sign out or give access to practice rooms to non-Colburn students. Guests must request practice room access through the CSPA Office.
- Conservatory and Academy students access practice rooms by key card. CSPA students access practice rooms with a computerized reservation code.
- Practice rooms are accessible during building hours.
- Conservatory and Music Academy students may practice in their rooms in the Residence Hall during the hours designated in the Residential Life Guidebook, following all rules and procedures noted in the Guide.

Students who encounter any issues with practice room usage at The Colburn School are asked to complete a Practice Room Incident Report form (available at the Security desks and in the Conservatory, Music Academy, and CSPA offices). Practice room users are expected to respect the rights of all Colburn students to practice. Repeated violations of this policy may result in disciplinary action.

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, requesting that students open their door for discussion of any issue, and requesting students and/or guests to 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 the Music Academy. 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 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 D.

Gambling

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

Amnesty, Alcohol, Smoking, and Controlled Substances Policies

Amnesty

Colburn School supports a safe and holistic learning environment that enhances academic achievement and student success. An Amnesty Policy fosters responsible decision-making and encourages our students to take active steps toward wellness and self-care. Colburn School recognizes that there may be times when students face medical emergencies involving excessive drinking and/or drug use. Under this policy, if an individual seeks medical attention (for themselves or for another) due to a medical emergency, student conduct disciplinary action will not be taken against the student for consumption or possession of alcohol or drugs. Students may, however, be mandated to participate in counseling for drug or alcohol abuse.

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 students and guests irrespective of age or residency status. In addition, students may not be visibly intoxicated while moving around the 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 [Manager of Residence Life](#) 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 Provost, and parent/legal guardian, disciplinary meeting with [Manager of Residence Life](#) and the [Director of](#) Student Affairs 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. Smoking of any substance, including but not limited to tobacco, marijuana, and vapes, is prohibited on campus at all times.

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 the possession of prohibited paraphernalia (see below in Controlled Substances) will be liable to the sanctions below.

Sanctions

- Tobacco
 - First Offense: Confiscation of goods, disciplinary meeting with [Manager of Residence Life](#), written warning, and a \$250 fine.
 - Second Offense: Confiscation of goods, disciplinary meeting with [Manager of Residence Life](#) and [the Director of](#) Student Affairs, probation, applied teacher and the Provost 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.
- Marijuana without medical marijuana card; with card, see above for tobacco
 - First Offense: Confiscation of goods, disciplinary meeting with [Manager of Residence Life](#), probation, mandatory Cannabis EDU online, and a \$250 fine. Students are responsible for paying the cost for the course in addition to a fine
 - Second Offense: Confiscation of goods, disciplinary meeting with [Manager of Residence Life](#) and the [Director of](#) Student Affairs. probation, applied teacher and the Provost, 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.

- 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 on-campus sale of any prescription drug 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.

Policy Violations

When a Housing and Residence Life Staff member or other Colburn School staff member is made aware and/or suspects a potential violation, it will be the responsibility of the Housing and Residence Life staff to enter the suite and each of the bedrooms to determine whether there is a violation of the fire code and/or consumption/possession of alcohol, drugs or controlled substances. After making note of what may be found, the alcohol/drugs/paraphernalia will be confiscated. The staff member will ask to see the students' identification. Non-Colburn guests will also be required to show identification and may be removed from the Residence Hall. An Incident Report will be filed with the Manager of Residence Life. An individual meeting with the Manager of Residence Life will then be held to determine the level of responsibility of each person in the suite/rooms at the time, and the appropriate sanction to be given based on the circumstances.

Probation, Suspension, Dismissal

A student in the Colburn Music Academy may be placed on probation, suspended, dismissed, or given a lesser sanction for failing to meet the standards of the School. Decisions regarding probation, suspension and dismissal are based on the terms and policy stated herein.

Probation

- This is a temporary status, lasting usually one semester, but it may be extended for a second semester.
- The reason(s) for probation and the requirements to have it lifted are set according to the individual's situation.
- A student may be placed on probation due to unsatisfactory progress in his/her academic and/or applied studies, as determined by the faculty and the Provost.
- While on probation, the student's scholarship, if applicable, may also be suspended.
- Violation of any of the non-academic policies stated in this Student Catalog and Handbook may result in probation for disciplinary causes. Whether probation is imposed shall depend on the nature of the disciplinary violation, as determined during the disciplinary review process.
- Faculty shall be provided with the names of students on probation, as appropriate.
- The progress of all students on probation at the end of each semester shall be reviewed, after which it will be determined whether:
 - Probation is lifted; the student returns to normal status;
 - Probation is extended for a second semester;
 - The student is removed or suspended from the Academy Diploma program; or
 - The student is dismissed from the School.
- Students who are placed on probation more than one time, or who are on probation for more than one semester, risk dismissal 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.
- In general, students may be suspended for conduct 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 that causes damage to the School's physical facilities.

- Once the decision is made to suspend the student, the Provost shall inform the student of the terms to be fulfilled before the student is allowed re-entry.
- In order for suspension to be lifted, the student must demonstrate to the School that all of the terms of the suspension have been met.
- While on suspension, the student's scholarship, if applicable, is also suspended. The student shall not be permitted to participate in classes, rehearsals, or performances, and will be asked to leave the residence hall.
- Prior to re-entry, the student is required to meet formally with the Provost to review the terms of reinstatement and determine whether they have been met.
- Once the student has met with the Provost and has been approved for reinstatement, s/he may return to campus.
- A student returning from suspension is automatically placed on probation for a length of time to be determined by the Provost, in consultation with the faculty.
- The Music Academy Office may require regular meetings with the student in order to provide support for successful progress.

Dismissal/Expulsion

- This is a permanent status: The student's enrollment is terminated, stipends and financial support cease, 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 an egregious disciplinary violation.
- The decision to dismiss is made by the Provost 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-audition if they wish to return; re-admission is not guaranteed. Any exception to this requirement must be approved by the Provost. 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, in consultation with the faculty, on a case-by-case basis.

Publicity

By enrolling at The Colburn School, all students consent to be filmed, recorded digitally or by video tape or other technology, and/or photographed (collectively, "recorded"), by The Colburn School (the "School"). 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, the worldwide web and the Internet, throughout the world in perpetuity, and waives any right to inspect or approve performances as recorded.

Students are required to credit The Colburn Music Academy in their resumes, program bios, and in non-School programs as a condition of enrollment, using the following or appropriately similar wording: **"[Student name] is a student of [applied teacher's first and last name] at The Colburn Music Academy."** Example: "Joseph Smith is a student of Robert Lipsett at The Colburn Music Academy."

Recording/Photography of Lessons, Performances, etc.

Recording and/or photography of classes, lessons or performances may take place with the teacher's permission. Recordings and/or photographs of lessons, performances, etc. featuring other Music Academy students and/or faculty may not be posted online or in other public venues without permission from the Academy Office and appropriate faculty members.

Reporting Hotline

The Colburn School is committed to an environment where open, honest communications are the expectation, not the exception. The School offers multiple pathways for communication and encourages you to come to the Dean or Provost with any concerns. However, we realize that there may be times when you don't 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. Students making a report have our guarantee that their comments will be heard.

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. The School will notify enrolled students and families of material changes by email or other written communication. Changes to tuition, fees, or refund policies will not apply retroactively to students who have already enrolled and paid for the current term. 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.

Room Usage Policy

The Colburn School has several large rooms/halls:

- Zipper Hall (seats 435)
- Thayer Hall (seats 189)
- Mayman Hall (seats 75)
- Olive Rehearsal Hall
- Grand Rehearsal Hall
- Olive and Grand Classrooms

These spaces are shared with all members of the Colburn community. It is recognized that there may be times when students may need the use of these spaces in preparation for performances that will occur in the near future (including juries) or for making recordings. The above-listed spaces are not to be used as practice rooms. Students must obtain permission before using any of the spaces listed above.

Use of all halls and classrooms is coordinated by the Production Office, located across from the Zipper Hall stage entrance. The Facilities Scheduler is responsible for confirming space reservations.

• Zipper Hall

- This is a performance space. It is not a practice space. It is the School's responsibility to protect and maintain this space as our public performance space.
- Teachers may use Zipper Hall for teaching. Teachers are required to confirm with the Facilities Scheduler that the hall is available. A Production Assistant will make any adjustments to the stage set-up; faculty and students may not move pianos, nor may they change the stage set-up that is in place when they enter.

• Thayer Hall

- Thayer Hall is the preferred recital and recording space for the School. Students must follow the appropriate steps outlined in this Handbook or by the Production Office to reserve the hall.
- Use of Thayer Hall must be reserved ahead of time by the student. Same-day usage by students is not permitted unless the teacher is present the entire time. The Production Assistant shall make any adjustments to the stage set-up; faculty and students may not move pianos, nor may they change the stage set-up that is in place when they enter.
- Recording hours are 8 AM-10 PM but may be extended with approval from the Provost.

- **Mayman Hall**

- This room is a performance space and may also be used for recordings. The School must maintain it as such, especially considering the use of the pianos in the hall. For example, if the piano is tuned for an evening performance, it must not be played or moved prior to that performance.
- Students are permitted to request use of Mayman Hall, even on the same day.
- Use of Mayman Hall is requested through the Facilities Scheduler. If the Facilities Scheduler states that the piano is not to be used or moved, students must abide by that statement.
- The Facilities Scheduler may tell a student that he/she cannot use the room, regardless of whether the room appears to be used or unused at that moment. The decision of the Facilities Scheduler is final.

- **Rehearsal halls and classrooms**

- Rehearsal halls and classrooms must be reserved ahead of time with the Facilities Scheduler.

Abuse of Room Usage policy

The following is a partial list of behaviors that are considered an abuse of this policy:

- Booking a room and not using it. Performance spaces require Production staff. If a staff member is scheduled to work and the student does not show up to use the room and does not cancel the reservation, the student shall be billed for the cost of the staff member's time.
- Booking a room and using it for only part of the time. If a student books a room, uses it and leaves early, the student should notify the Production staff that he/she is done. If the student books a room and fails to show within 30 minutes of the reservation start time, he/she shall be charged as noted above.
- Using a room without prior reservation.
- Moving an existing stage set-up without the permission of a member of the Production Office staff.
- Using a piano without permission. Pianos may be tuned in the morning for an evening event, or in the evening for an event the following day. Unauthorized use may require that the piano be tuned again prior to the event. In such cases, the student shall be billed the cost of the additional tuning.
- Damaging a hall or any instrument(s) or equipment in it. Students shall be charged the cost of repairs and may be disciplined depending on the nature and extent of the damage.

Recording in Halls

Students may book Thayer Hall, Mayman Hall, or Olive Rehearsal Hall for the purpose of making recordings for competitions, auditions, applications, or further educational opportunities. Currently enrolled students can book up to 8 hours per semester; these hours cannot be transferred to another student. Additional hours in a semester must be approved by the Production Office and will be deducted from the 8 hours in the following semester of the same academic year.

Students are not permitted to use the halls to make personal recordings for any reason. Personal recordings include those for personal practice, social media, etc. In general, any category that is not listed in the above statement. If a hall booked for recording is used for any other activity (rehearsal, unofficial recital, etc.), access to

halls for the purpose of recording will be revoked for the remainder of the semester or the following semester, depending on the date.

Students may not have any additional guests in the hall during the recording session, with the exception of a recording engineer and/or applied teacher or coach.

Zipper Hall may not be booked for student recordings under any circumstances.

Safety

- 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 25 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.
- 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.

Security

The Colburn School is not responsible for loss or damage to personal property. Students are advised not to leave items unattended; this includes musical instruments.

Security Command Center: 213-621-4500

200 Grand Reception Desk: 213-621-4504

201 Olive Reception Desk: 213-621-4503

Student Grievance Procedure

A grievance is a complaint that a student makes arising out of a decision or action taken by a faculty or staff member in the course of his or her official duty which, in the student's opinion, a) is in violation of written campus policies or procedures; or b) constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

The School strongly believes that grievances should be resolved promptly in order to keep communication open and to avoid resentment and ill feelings within the School community. The School states here that there will be no retaliation against a student for presenting a grievance, and that all parties shall proceed toward resolution of the grievance in a spirit of mutual cooperation. All decisions are final and not subject to an appeal process. Grievances may be made in writing or in person to Music Academy Office.

Taxes and Withholdings on Financial Awards

Most scholarships, grants, financial aid, and allowances from the Colburn School are considered taxable income and may have tax implications for international students as determined by the Internal Revenue Service (IRS) of

the United States. Colburn is required to withhold taxes owed on these financial awards and pay them directly to the U.S. government. As a result, you will see the amount of these taxes appear as a bill on your student account.

In general, for nonresident aliens for tax purposes, the U.S. government considers the amount of scholarship in excess of tuition and required fees (the Comprehensive Fee) - also described as non-service fellowship/scholarship income - as taxable income. Nonresident aliens on an F-1 visa are subject to a 14% tax-withholding rate on non-service fellowship/scholarship income, in the absence of a claimed tax treaty. (Those on different visa types may incur a different withholding rate.)

These tax-withholding requirements are only applied to non-qualified fellowships/scholarships, such as:

- housing
- meal plan
- student health insurance

Additionally, this income will be reported to the student and to the U.S. government on a form 1042-S, prepared in March each year.

The Colburn School is required to withhold taxes per the IRS, and the withholding amount depends on each student's tax status and whether the U.S. has a tax treaty with the student's home country (or country of tax residency if different from home country). The tax withheld by Colburn is sent to the IRS and is associated with the student's name and U.S. tax identification number (which is either a U.S. social security number (SSN) or individual tax identification number (ITIN)).

In cases where this tax withholding is required, the tax amount sent to the IRS by Colburn will appear as a charge on the student bill. Students are required to, and are responsible for, paying this along with any other charges on the bill according to payment arrangements with The Colburn School.

We recommend that all students discuss possible tax liability and filing of tax returns with a tax advisor or a certified public accountant (CPA). The Colburn Conservatory cannot offer tax advice or prepare tax returns.

Textbooks

The purchase of textbooks (and music) for classes and lessons is the sole responsibility of the student. Textbook requirements are noted by faculty in the course syllabi. Students are expected to have the correct books in time for the first class meeting, or as soon as possible after the instructor notifies the class about required materials.

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. Prior to any physical contact, instructors will explain the purpose of the contact and obtain the student's verbal permission. For students under 18, a parent or guardian may also notify the Music Academy office or the instructor in writing of any preferences or restrictions regarding physical contact.

If a student does not wish to be touched, the student or their parent or guardian should inform the instructor or the Music Academy office. Instructors will respect the student's preferences and will use alternative, non-contact methods of instruction where reasonably practical.

Weekly Practicum Hours

All students are expected to keep a weekly record of their individual lessons, chamber coachings, and practice hours as documentation that they are fulfilling the practicum credits required for the Academy Diploma. Individual lessons and chamber coachings may be recorded in a personal calendar; students who practice on campus are required to report their practice hours by making a reservation in the School's room booking software, ASIMUT. Information about making these practice reservations will be communicated at the start of the academic year.

Withdrawal from School

A student who wishes to withdraw from the School for any reason should consult with the Provost prior to filing his/her notice of withdrawal in writing. Written notice must be given in order to register the withdrawal as official. Courses left incomplete following withdrawal shall appear on the student's transcript with a grade of W. Tuition and fees will not be refunded in cases of withdrawal.

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.

Director of Student Affairs - Brianna Garcon

Manager of Residence Life— Cynthia Kamurigi

Assistant Manager of Residence Life – Administration and Engagement Manager - Sage Ousley

Student Resident Advisors

Tessa Nysetvold

Bryan Bailey

Isabella Drum

Edric Salazar

Evan Judson

Alexis Shulte-Albert

Payton Esraelian

Itamar Esformes

Yeji Cho

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 on 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 2026-2027 academic year:

- New incoming students may begin moving in on August 22, 2026
- Returning students may begin moving in on. August 23, 2026

Package Deliveries

Students may begin sending packages to the Colburn School starting August 1st, 2026. 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 roommate agreement to help establish shared guidelines and expectations for living together in the suite.

Move-Out

All residential students are required to move out by 12:00 p.m. (noon) on May 4, 2027. 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 students, 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. At the end of the academic year residents may be billed for any damage beyond normal wear and tear and a cleaning fee. 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 students must vacate the residence halls by 12:00 p.m. (noon) on December 16, 2026

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.

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. Residence Life strongly recommends that residents purchase personal property insurance as well as instrument insurance.

Housing Assignments

12th Floor Housing

The 12th floor of our residence hall is a dedicated community for residential Music and Dance Academy students. (Students who are over 18 may be placed on Conservatory floors.) 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. 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. Students who are 18 years of age may be placed on the Conservatory floor, depending on space and availability.

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.

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. When students are experiencing challenges with their room assignment, 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 still 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 Appliances

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 D*. 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 Kiosoft© system is card-operated and accepts credit cards and debit cards. You may use your smartphone to pay and see which machines are being used and to check the status of a 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

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 in order to fix the problem. 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. Residents should expect that a Colburn employee will enter their suite/room in order to fix the problem.

To report an emergency maintenance or repair problem, contact Security at the 3rd floor Olive Security Desk or via telephone on 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

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 on the 3rd floor Olive Lobby between 9pm and 10pm to conduct nightly check-ins.

All students are expected to be in their suites after 10pm and cannot be on the 12th floor common area unless they are permitted by a staff member. 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 and do their laundry after 10:00 P.M.

If a student needs to extend bed check past 10:00 P.M. for academic reasons, a faculty member must inform Residence Life in advance,

Residents aged 18 years age or older

Residents who are 18 years of age or older are not required to participate in nightly bed checks.

For their safety and well-being, residents are strongly encouraged to return to campus before 10:00 p.m. Residents who choose to remain off campus after 10:00 p.m. are encouraged to exercise appropriate caution and make responsible decisions regarding their safety.

Off Campus - Curfew and Overnight Extensions for residents aged 17 and younger

To request a curfew extension, a legal guardian must contact Residence Life through the travel group chat or by emailing Residence Life housing@colburnschool.edu. Students must be accompanied by someone who is 18 or older that has been approved by the guardian. The requests 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.]

If a student needs to extend bed check past 10:00 P.M. for academic reasons, a faculty member must inform Residence Life in advance,

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

Residents aged 17 years and younger

The safety of students is a priority at Colburn School. The following procedures must be followed by students when leaving campus to ensure their safety. Students are permitted to travel within a designated radius from the campus (see below). Students must notify Residence Life Staff Members and their parents/guardians whenever they are travelling outside of the designated radius. 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. Prior notification from parents and guardians must be given for students wishing to travel outside of the designated radius. A legal guardian must contact Residence Life through the travel group chat or by emailing Residence Life housing@colburnschool.edu. Students must be accompanied by someone who is 18 or older that has been approved by the guardian.

The notification 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.]

Residential Academy Radius Map



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

Location Sharing Policy

To ensure the safety and accountability of all minor students when they are off school grounds, Colburn School implements a location tracking system to monitor student whereabouts when they are off campus. All minor students must always share their location including while on campus

This system is intended to:

- Ensure students remain within designated or approved areas.
- Enable a rapid and effective response in the event of an emergency.
- Support staff in maintaining a safe and well-supervised environment.

Tracking Applications Used

The following widely available applications are used for tracking purposes:

- **Find My**
- **Life360**

Students will be guided on how to set up location sharing using one or more of these platforms, depending on their device type and availability.

All location data will be used solely for safety, supervision, and emergency response purposes.

Residents aged 18 years age or older

Residents who are 18 years of age or older are not required to remain within a designated travel radius and are not required to share their location.

For their safety and well-being, residents are strongly encouraged to remain within the designated travel radius and to share their location when traveling off campus. These measures are recommended to support student safety and allow for appropriate communication in the event of an emergency.

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: Loss of Privileges

- **Action:** The student will have off campus privileges revoked
- **Duration:** 4 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 12 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.

Community Living

Guest Policy

To maintain a safe and respectful living environment, outside guests, including conservatory students and commuter students, are not permitted in Residential Academy suites at any time. Additionally, academy students are not allowed in conservatory suites unless permitted or accompanied by a residence life staff member.

Additionally, academy students are not allowed in conservatory suites unless permitted or accompanied by a residence life staff member.

Due to the limited size and space within suites, Academy students are not permitted to enter one another's suites unless they have received permission from a staff member.

Additionally, Academy students who are placed on the Conservatory floor may only access the 12th-floor common area between the hours of 9:00 a.m. and 9:00 p.m.

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. All students are expected to be in their suites after 10pm and cannot be on the 12th floor common area unless they are permitted by a staff member

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.

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: Conservatory 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 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.

Whenever possible, a staff member will enter your suite or room accompanied by another staff member. To promote transparency and accountability, doors should remain open during room entry whenever appropriate and

safe. Before entering, staff will ask all residents to step into the hallway. If a student is unable to do so due to a medical, psychological, or accessibility-related reason, the staff member will remain in phone contact with another staff member throughout the entry if possible. In these exceptional circumstances, the Manager of Residence Life will be notified of the need to enter a room or suite in these extreme situations.

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. Students are not permitted to practice in the student lounge. All practice sessions must take place in the designated practice rooms.

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 that 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.

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.

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 D.

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.

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 students to have adequate, year-round health insurance coverage. All International students 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 2026-2027 coverage year, the policy costs and effective dates are as follows:

- Annual (08/01/2026 - 07/31/2027): \$2,242

Students enrolled in the School's United Healthcare plan will have the premium charged to their student account.

Waiving the Student Health Insurance Plan

Students 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 United Healthcare and the Director of Students Affairs to determine if the student's coverage is sufficient in the state of California and meets the same standard of care as the student plan.

Failure to waive the Student Health Insurance Plan by the deadline will result in the automatic enrollment of the student

If the Director of Student Affairs 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.

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.

Health Packets

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.

Emergency Procedures

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 RJ Westmore, Inc. safety experts. Login information for the course will be issued to occupants during your emergency training conducted by our Colburn Security Department.

The Colburn School implements an Emergency Mass Notification using the program Informa Cast. All occupants are required to register as recipients by TEXTING #emergencynotification to (562) 543-4269.

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 Evacuation Assembly Area for the Residence Hall (Olive Building) is the sidewalk at the Northeast corner of 2nd and Olive Streets. This is the gathering place for most emergencies. At the Evacuation Assembly Area, the staff will assess the condition of the students, communicate instructions, and formulate orderly next steps. Whenever there is an emergency evacuation, go directly to this spot, and await directions. 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 everyone is all right and assist your constituents that may need attention. Finally, remember to take pictures of damage to the residence hall's property, if applicable.

Medical Emergency

If you or someone else has been severely injured or has a medical emergency, contact 911 and notify the Residence Life staff on duty and the Security staff. If you or someone is a non-residential student facing medical emergency, contact 911 and notify the Security Staff. Stay calm. Do not move the injured person. Keep others back and wait for help.

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 a long 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.

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.

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.

LEGAL NOTICES

Accreditation

The Colburn Music Academy is a private institution accredited by the National Association of Schools of Music.

Address, Location, Facilities and Equipment

The Colburn Academy is located on the grounds of The Colburn School, at the following address:

200 South Grand Avenue

Los Angeles CA 90012

Main phone: 213-621-4795

www.colburnschool.edu/musicacademy

The School is located in downtown Los Angeles, California. The campus consists of two buildings, 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.

The Colburn School’s facilities include a 400-seat concert hall, a 200-seat concert hall, a 75-seat recital hall, two rehearsal halls, two dance studios, eight classrooms, offices for faculty and staff, teaching studios, a keyboard lab, and over 40 practice rooms. The Olive Building contains residential housing for Conservatory and Academy students. Additional teaching space for the Trudl Zipper Dance Institute is located at the Japanese American Cultural and Community Center in Little Tokyo. Of special note is the Jascha Heifetz Studio, which has been reconstructed, restored, and relocated in the Grand Building. The Studio is used for violin lessons and master classes, as befits its history.

Board of Directors and Senior Administration

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

Indemnity

Students and parents agree to indemnify and hold harmless the Colburn School and its present and former Officers, Directors, Employees, Agents, Board Members, Representatives, and Consultants (collectively, “Colburn Parties”) from and against any third-party claims, damages, and reasonable expenses arising from the student’s willful misconduct or negligent acts while on School premises or at School-sponsored events. This indemnification does not apply to claims arising from the negligence or misconduct of any Colburn Party.

Notice of Non-Bankruptcy

Per state law, the Colburn School hereby reports that the institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition of bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Mandatory Reporting

All Colburn School employees, including faculty, staff, and administrators, are mandated reporters under the California Child Abuse and Neglect Reporting Act (CANRA), California Penal Code Sections 11164-11174.3. As mandated reporters, Colburn School personnel are required by law to report any known or reasonably suspected incidents of child abuse or neglect to the appropriate authorities, including law enforcement or the Department of Children and Family Services (DCFS).

Mandated reporters are not permitted to investigate suspected abuse or neglect on their own. Reports are made based on reasonable suspicion and do not require proof of abuse or neglect. Mandated reporters who make reports in good faith are immune from civil and criminal liability.

If you have questions about mandatory reporting or wish to report a concern directly, you may contact the Office of the Provost, Colburn School Security Department, Colburn Human Resources, Colburn General Counsel, or the Los Angeles County DCFS Child Protection Hotline at (800) 540-4000.

Non-Discrimination Notice

The Colburn School does not discriminate on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, religious creed, disability, medical condition, genetic information, marital status, military or veteran status, citizenship status, primary language, ethnic origin, or any other characteristic protected by applicable federal, state, or local law in its admission, retention, student aid, scholarship, or other educational policies and other school-administered programs.

Sexual Assault Policy

The Colburn School maintains procedures to ensure that students, faculty, and staff who are victims of sexual assault on campus or during a school-related function receive appropriate treatment, support, and information. For purposes of this policy, "sexual assault" means any act that constitutes a sexual offense under the California Penal Code. Because a large number of the Music Academy students are minors, all Colburn School employees are mandatory reporters under the California Child Abuse and Neglect Reporting Act (Penal Code §§ 11164-11174.3). Any known or reasonably suspected sexual assault involving a student under 18 must be reported to the appropriate law enforcement agency or the Department of Children and Family Services, regardless of the victim's preference for confidentiality. Adult victims (age 18 and over) are not required to disclose their name unless they wish.

- Sexual assault is illegal and not tolerated at the Colburn School.
- The Los Angeles Commission on Assaults Against Women (LACAAW) provides a 24-hour hotline (213-626-3393) for the reporting of sexual assault. California Hospital, located at Grand Avenue and Venice Blvd., has a Sexual Assault Response Team (SART) staffed by trained nurse examiners. These resources are available to students, families, and staff.
- 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 Music Academy staff, Office of the Provost, or Security Guard on duty). For students under 18, the School will promptly notify the student's parent or guardian.
- If the assailant is a member of the campus community, they shall be subject to disciplinary action within the school, up to and including dismissal, regardless of the outcome of any criminal proceeding.
- The Provost's Office or other administrator shall work with the student's family to connect them with appropriate counseling and support services available in the community.
- The Provost's Office or other administrator shall be responsible for coordinating with the student's family regarding any adjustments to the student's schedule or program, keeping the family informed of any in-house disciplinary proceedings to the extent permitted by law, and ensuring that the student can continue to participate safely in the School's programs.
- Students and staff shall refer any inquiries from the press to the Chief Communications Officer. The School will protect the identity and privacy of the student and their family and will not release information to the media without the family's written consent.

The Provost's Office or other administrator shall ensure that the student's parent or guardian is informed of all the options and resources listed above and is involved in decisions regarding the student's continued participation in the School's programs.

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.

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 of 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.

Anyone experiencing or witnessing sexual or other unlawful harassment must report it immediately to the Provost. If the Provost is unavailable or if it is believed that it would be inappropriate to discuss the situation or harassment with the Provost, the Associate Provost, or another member of the School administration should be contacted immediately. There shall be no punishment or reprisal for reporting sexual harassment or 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 shall be informed of the outcome of the investigation.

Any student, faculty, or administrator who becomes aware of possible sexual or other unlawful harassment must immediately advise the President, Provost, or any member of the administration so the allegation can be investigated in a timely and confidential manner. Any person who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and 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

The Colburn School prohibits stalking in any form and is committed to providing a safe environment for all members of its community. Stalking is a crime in California (Penal Code § 646.9) and is subject to criminal prosecution. Students, parents, guardians, or other community members who engage in stalking behavior are subject to disciplinary action, including removal from campus and denial of access to School facilities and events.

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. "Course of conduct" means a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. Stalking behaviors include, but are not limited to, non-consensual or unwanted communications (in person, by phone, text, email, or social media), following or surveilling another person, showing up uninvited at locations frequented by the person, posting information or images about the person without consent, using technology to track or monitor the person, direct or indirect threats, and gathering information about the person from others.

Any student, parent, guardian, or community member who experiences or witnesses stalking behavior should report it immediately to the Music Academy Office, Colburn School Security, or through the School's anonymous reporting hotline at 877-749-2895 or online at colburnschool.ethicspoint.com. For students under 18, the School will promptly notify the student's parent or guardian. Where the conduct involves a minor, the School will comply with its mandatory reporting obligations under the California Child Abuse and Neglect Reporting Act. The School will also report to law enforcement when the conduct warrants it or when required by law. There shall be no retaliation against any person who reports stalking behavior or participates in an investigation.

Upon receiving a report of stalking, the School will take appropriate steps to protect the safety of the affected student or community member. Protective measures may include separating the parties on campus, adjusting class or rehearsal schedules, restricting the accused person's access to campus, and cooperating with law enforcement. Disciplinary consequences for stalking will be determined in accordance with the Probation, Suspension, and Dismissal procedures set forth in this Handbook and may include immediate removal from campus. Both the reporting party and the accused retain all rights described in the Probation, Suspension, and Dismissal section, including the right to appeal.

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 Music Academy 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 houses 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 Penal Code Section 261.5, unlawful sexual intercourse is an act of sexual intercourse with a person who is not the spouse of the perpetrator if the person is a minor (under 18 years of age). The severity of the offense and applicable penalties depend on the ages of the individuals involved. This law applies regardless of whether one or both parties are minors. Violations may result in criminal prosecution, incarceration, fines, and other 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.

APPENDIX A

Acceptable Use of Information Resources Policy

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.

Responsibilities:

Information Technology creates and maintains an acceptable use policy and acknowledgement form for the acceptable use of information resources.

Users must:

- Read, acknowledge, and abide by the acceptable use policy.
- Exercise good judgment regarding the reasonableness of personal use in accordance with all policies associated with the Acceptable Use of Information Resources.
- Limit incidental personal use of Information Resources to activities that do not result in direct cost to the Colburn School or expose the Colburn School to unnecessary risks.

Privacy & 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 with the intent of making 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 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.

Contacts: Individuals who have concerns about the conduct of a member of the Colburn School community or the propriety of a given situation or activity should notify their department chair, dean, director, or an administrator. If action is deemed warranted by this official, the matter shall be referred to the appropriate Colburn School administrator who shall consult with the Colburn School's Human Resources Director and/or General Counsel. The official responsible shall then respond to Colburn School community members who express concerns about such activities or incidents.

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, 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.
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Governing Regulations & Standards:

International Organization for Standardization (ISO) 27002:2005 Clause 7.1.3. Asset Management, Acceptable Use of assets.

Acceptable Use of Information Resources Agreement Form

General	Information Resources are provided for the express purpose of conducting the business of the Colburn School.
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	• 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. • 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 listservs. 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 the Colburn School's 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.
Confidential or Protected Information	• Confidential or sensitive information must be stored on the centrally managed servers and not on a desktop local hard drive. In cases when confidential or sensitive information must reside on a local hard drive, such information is required to be encrypted. • Confidential or sensitive information is required to be encrypted on all portable devices. • All confidential or sensitive information (e.g., social security numbers, protected health information, etc.) transmitted over external networks or saved on system servers must be encrypted. This information must not be sent or forwarded through non-Colburn School System email accounts (like Hotmail, Yahoo, AOL, or email provided by other Internet Service Providers), and must not be knowingly transmitted via wireless to or from a portable computing device unless approved wireless transmission protocols and security techniques are utilized.
Incidental Use of Information Resources	• Incidental personal use is permitted by the Information Resources Use and Security Policy but is restricted to the Colburn School's system users; (it does not extend to family members or other acquaintances). It must not interfere with normal performance of the user's duties, must not result in direct costs to the Colburn School, and must not expose the Colburn School to unnecessary risks. • Storage of any non-work related email messages; voice messages, files and documents within the Colburn School System email system must be nominal (less than 5% of a User's allocated mailbox space). • All messages, files and documents stored on the Colburn School system Information Resources – including personal messages, files and documents – are owned in accordance with the Colburn School's Rules and Regulations. • Any files, messages or documents residing on the Colburn School system computers may be subject to public information requests and may be accessed in accordance with this policy.

	• A Colburn School email account should not be used for personal email correspondence that is confidential in nature.
Internet Use	• Software for browsing the Internet is provided to authorized Users for business and research purposes. • Due to network maintenance and performance monitoring and to ensure compliance with applicable laws and policies, all User activity may be subject to logging and review. • Personal commercial advertising must not be posted on the Colburn School web site.
Portable and Remote Computing	• All computers and portable-computing devices using the Colburn School Information Resources must be password protected using the “strong” password standard. • Users accessing the Colburn School network from a remote computer must adhere to all policies that apply to use from within the Colburn School facilities, must conform to the Information Technology minimum standards for portable computing, and are subject to the same rules and security related requirements that apply to the Colburn School-owned computers. • Unattended portable computing devices must be physically secure. • If it is determined that required security related software is not installed on a remote computer or that a remote computer has a virus, is party to a cyber attack, or in some way endangers the security of the Colburn School System network, the account and/or network connection will be disabled. Access will be re-established once the computer or device is determined to be safe by the Information Technology Services department. • If critical Colburn School data is stored on portable computing devices it must be backed up to a network server for recovery in the event of a disaster or loss of information. • Special care should be taken to protect information stored on laptops and PDA devices, and in protecting such devices from theft.
Passwords	• Users are required to create network and email passwords using the “strong” password standard (at least 8 characters long, containing three or four of the following types of characters: uppercase letters, lowercase letters, numbers, and special characters such as ~!@#%). Users will be required to change passwords periodically. • Colburn School system account(s), passwords, Personal Identification Numbers (PIN), Digital Certificates, Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes must not be shared (including with family members). Each User is responsible for all activities conducted using his or her account(s). • Users must not circumvent password entry through use of auto logon, application “remember password” features, embedded scripts or hard-coded passwords in client software. Exceptions may be made for specific applications (like automated backup) with the approval of the Information Security Manager (ISM). Any exception situation

	must include a procedure to change the passwords and must adhere to security policies for password construction.
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. Generally, 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.
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 possible misuse or violation of this agreement to an immediate supervisor, department head, school administrator, or Information Technology/Security management.

APPENDIX B

Schedule of Student Charges 2026-27

This Schedule of Student Charges shows the approximate total that must be paid to the School during the 2026-27 year of enrollment. All charges are per academic school year (9 months) and are billed in full at the start of the academic year. *Tuition and fees are subject to change.*

Fee Name	Amount	Notes
Tuition (per academic year)	\$20,500	For all students.
Comprehensive Fee	\$525	Required for all non-residential students.
	\$1,050	Required for all residential Students
Additional fees:		
Application fee	\$80	Payable at time of application.
New student enrollment fee	\$275	Enrollment fee required for all new students.

Charges below apply only to Colburn residential students (per academic year):

Housing:	\$11,500	There will be a bunked bed placed in each room. Students should expect to have a roommate.
Board:	\$6,750	All students housed on campus are required to enroll in the meal plan. <i>See the Res Life Info sheet for details.</i>
Health Insurance:	\$2,242	School policy requires all students living on campus to have acceptable proof of U.S.-based health insurance. International students are required to purchase the School's insurance, as well as those domestic students who are unable to provide acceptable proof of coverage. The cost is tentative, pending approval of fees by the state of California.

APPENDIX C

Academic Calendar 2026-27

Fall 2026 (Semester)

DATE	DAY	DESCRIPTION
July 15	Wednesday	Fall semester fee posted
August 15	Saturday	Fall semester fee due
August 22	Saturday	Move-in Date for NEW MA students only
August 23-25	Sunday-Tuesday	Move-in Dates (MA returning students)
August 25	Tuesday	Orientation
August 26	Wednesday	Fall 2026 Classes begin
September 7	Monday	Labor Day (No Classes)
TBD	Saturday	MA Student Conduct Workshop
October 8 - 9	Thursday-Friday	Mid-semester Break (No Classes)
November 25-29	Wednesday-Sunday	Thanksgiving Day Holiday (No Classes)
December 10-11	Thursday-Friday	Juries
December 12	Saturday	Last day of fall instruction
December 13	Sunday	Last day of fall performance activities
December 16 (12pm)	Wednesday	Move-out Deadline

Spring 2027 (Semester)

DATE	DAY	DESCRIPTION
December 15	Tuesday	Spring semester fees posted
January 10	Sunday	Move-in Date
January 11	Monday	Spring 2027 Classes begin
January 15	Friday	Spring semester fee due
January 18	Monday	Martin Luther King Jr. Holiday (No Classes)
March 1-6	Monday-Saturday	Spring Break (No Classes)
April 27-28	Tuesday-Wednesday	Juries
May 1	Saturday	Last day of Spring instruction
May 2	Sunday	Dr. Adrian Daly Senior Concert: Part 1 (12:00pm Thayer Hall) Dr. Adrian Daly Senior Concert: Part 2 (4:00pm Thayer Hall) Graduation (6:00pm Thayer Hall) Reception (7:00pm Thayer Hall)
May 4 (12pm)	Tuesday	Move-out Deadline
May 5	Wednesday	Summer break

Appendix D

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