



## REGISTRATION INFORMATION 2017 - 2018

### MANDATE

Based in Summerside, Prince Edward Island, The College of Piping & Celtic Performing Arts of Canada has developed a world-class reputation as an International school of excellence in Highland Bagpiping, Scottish-style Drumming, Highland Dancing and Celtic Step Dancing. With a mandate to preserve and promote the Celtic heritage of Canada's most Celtic province, Prince Edward Island, The College of Piping & Celtic Performing Arts of Canada ignites passion in the hearts and minds of students and visitors alike!

### ADMINISTRATION

#### Principal

James MacHattie

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#### Director of Finance

Roger Downie

[roger.downie@collegeofpiping.com](mailto:roger.downie@collegeofpiping.com)

#### Special Events Coordinator

Sue McGiveron

[sue.mcgiveron@collegeofpiping.com](mailto:sue.mcgiveron@collegeofpiping.com)

#### Front Office Manager

Rachel Kitts

[rachel.kitts@collegeofpiping.com](mailto:rachel.kitts@collegeofpiping.com)

#### Bookkeeper

Maggie Clarkin

[maggie.clarkin@collegeofpiping.com](mailto:maggie.clarkin@collegeofpiping.com)

### PRINCIPAL TEACHING FACULTY

**Bagpiping:** James MacHattie

Kylie MacHattie

**Drumming:** Chris Coleman

Sam Ramsay

**Highland Dance:** Daniel Carr

**Step Dance:** Samantha MacKay

**Fiddle:** Karine Gallant

## **REGISTRATION INFORMATION**

**We are teaching Piping, drumming, Highland dance and step dance on Mondays in Charlottetown at Holland College, starting Sept 18<sup>th</sup>! If you are interested in taking classes in Charlottetown, please indicate this on your registration form!**

### **REGISTRATION**

- Office Hours are Monday to Friday – 9:00am to 5:00pm
- New and returning students must contact the Registrar's Office to complete a registration form before teaching may begin.
- Registration forms are available online at [www.collegeofpiping.com](http://www.collegeofpiping.com). They can also be picked up at The College of Piping's main office or from The Registrar.
- Students may register in person, by mail or on the phone
- A student's name will only appear on an instructor's schedule after the tuition has been paid/partially paid.

### **PAYMENT OF FEES**

- Weekly lessons commence the week of September 11, 2017, and continue until June 8, 2018.
- Tuition may be paid in full upon registration.
- Tuition may also be paid in two installments. The first installment is due upon registration. The second installment will be due December 8, 2017. Each installment is 50% of the total fee.
- Online tuition may be paid in full upon registration, or it may also be paid in three installments. The first installment is due upon registration, the second by January 5, 2018, and the third by April 6, 2018.
- Payments may be made by VISA, MasterCard, Interac, personal cheque or cash.
- Cheques must be made payable to "The College of Piping".
- A charge of \$30 will be levied against all cheques returned for insufficient funds. The student may not continue lessons until the account has been paid up to date.
- The College of Piping will not reserve space for a student until a signed registration form and payment have been received.
- Once registered, no refund will be issued if a student decides to withdraw from the program for any reason.

### **REQUIREMENTS FOR STUDY AT THE COLLEGE OF PIPING**

- All new piping & drumming students must purchase chanter, drum pads & sticks from the Gift Shop at time of registration.
- A first year Highland dancing student can use gymnastics or ballet slippers. A second year student must purchase a pair of Highland dancing ghillies. They are available for sale at The College of Piping Gift Shop.
- Step students must wear step dance shoes.
- Please contact your instructor for instructional books you may have to purchase.

## **POLICIES**

### **Safety and Security Policy**

The College community includes students, faculty, staff, parents/guardians, volunteers and the Board of Directors. We are united in working toward a common goal and that can only be reached in a positive environment. College management will not tolerate bullying, discrimination, harassment, assault, theft, extortion, vandalism, unlawful substance use or other abusive or illegal activity by any member of the College community. Non-compliance with will result in expulsion without refund.

### **Account Status – Lessons**

Only students who have paid tuitions in full or installments will be permitted to attend lessons.

### **Account Status**

Students whose accounts have fallen in arrears are not permitted to apply for or receive scholarships or awards.

### **Missed Lessons**

No make-up lesson, refund or deduction can be given for lessons missed by the student. The registrar and instructor must be notified by phone and/or e-mail when a student cannot attend a lesson for any reason and a note must be presented to the instructor upon the next lesson. Any student who misses five lessons will be asked to leave the program at the discretion of the Director of Education.

### **Unscheduled Closings**

If The College of Piping must close due to conditions beyond our control, such as severe weather, lessons will not be re-scheduled and refunds cannot be issued. The College aligns with the Western School Board for statutory holiday closures; however, The College does not necessarily follow the School Board closures for severe weather.

### **Notification of Cancelled Lessons**

Lessons cancelled due to severe weather will be announced on CBC Charlottetown (96.1), Hot 105.5 FM, Ocean 100.3, Q 93/CFCY 95.1 and Spud FM 102.1. It is the responsibility of the student, parent and/or guardian to listen for these announcements. In addition, any cancellations will be posted on The College's Blog on the website –

[www.collegeofpiping.com](http://www.collegeofpiping.com) and on The College's Facebook page. **Decisions on cancellations, closure, etc., are made independently of other educational institutions.**

### **Termination/Refusal of Tuition**

The College reserves the right to terminate or refuse tuition of any student if, in The College's opinion, it is in the best interests of The College and/or the student.

### **Withdrawal/Refund Policy**

Once registered, no refund will be issued if a student withdraws from the program for any reason.

### **Insufficient Enrollment**

We reserve the right to cancel any class if registration is insufficient. In that event, all fees and tuition will be refunded in full.

### **Scent Free Policy**

We are a scent-free educational facility. Please be considerate of others.

### **WHY BE A STUDENT AT THE COLLEGE OF PIPING?**

- It is a fun, educational experience where students and families have the chance to learn Celtic music and dance in a setting that promotes Celtic culture.
- Your teachers are highly qualified certified professionals and/or recognized performing and teaching experts in their respective disciplines.
- Scholarships and awards are offered in all disciplines to recognize excellence, encourage further study and development, and assist parents with tuition costs. For more information about funding a scholarship, please contact us at 1-877-BAG-PIPE or info@collegeofpiping.com.
- Workshops are given with nationally and internationally recognized artists.
- The new Scott MacAuly Celtic Performing Arts and Education Centre will be a beautiful, professional venue for recitals, ceilidhs, concerts, etc.
- There is a December and June Recital where students get to perform for their families, learn about other Celtic disciplines and meet other College of Piping students.
- There is an opportunity to join The College of Piping Pipe Band and The College of Piping Dance Company.
- There is an opportunity to audition and perform in Highland Storm, one of the most successful stage productions on Prince Edward Island and arguably one of the best Celtic music and dance shows in the world.
- The College of Piping has large, professional studios for teaching, learning and practicing. Please contact the Registrar for current rates.
- We encourage students, instructors, and parents to communicate with each other and with Administration. We work in a vibrant atmosphere of artistic activity and collegiality.

### **Available Awards and Scholarships:**

- The Doug and Debbie Hall Pipe Band Scholarship
- The Munro Family Award
- Marion Riehl Award
- The Ernest Shaw Memorial Award
- Student of the Year Awards

For further details, please see “Awards and Scholarships”.