

University of Montevallo Community School of Music
POLICIES

Registration

A completed registration form, \$15.00 per family registration fee, and the first payment of 50% of tuition is due at the time of registration. These must be received in order to be accepted into the Community School of Music. When a student enrolls in the University of Montevallo Community School of Music (CSM), the student is committing to the entire semester of classes. Refunds are granted only in cases of documented medical emergency. Requests for refund must be made directly to the CSM director in writing (middaughl@montevallo.edu or hard copy). Informing your teacher does not release you from paying your semester bill or guarantee a refund.

Payment of Tuition

Tuition is to be paid either entirely at the time of registration, or 50% at registration and two subsequent payments of 25% each. The second and third payments are due on the first week of October and the first week of November. If a student registers for lessons after the semester has begun and will not be able to get 15 weeks, the tuition will be prorated. **Make all checks payable to UM CSM; no cash please. There is a payment drop box in Davis Hall outside of Room 214.**

Attendance Policy

Regular attendance is crucial for success in music study. Refunds are not given for missed lessons and makeup lessons are given only at the teacher's discretion. In the event that it becomes necessary for the instructor to miss a lesson, a makeup lesson will be scheduled. Missed makeup lessons will not be rescheduled. Students who are late for a lesson cannot be guaranteed their full lesson time since it is essential for the instructor to run his/her studio on schedule.

Practice

Daily practice and review are crucial to the success of the music student. The amount of practice varies with age, level, and instrument, but the need for a regular routine is common to all. The Community School of Music assumes no responsibility for lack of progress when a student is negligent in practice.

Instruments and Materials

Instrument rental and purchases of printed music and method books are the responsibility of the student/parent. These costs are not reflected in the tuition fees. All questions regarding materials should be directed to the private teacher.

Inclement Weather

The University of Montevallo does not follow the closings of the local school systems. If you believe that the weather will prevent you from attending the lesson, please call your teacher directly. If the University of Montevallo closes for any reason, lessons will not be given. Regularly scheduled lessons cancelled due to University of Montevallo closing will be made up.

I have read and understand the policies regarding the University of Community School of Music. And agree to adhere to adhere to them.