

KU Community Music School Policy and Contract

2018 Fall Semester – 2019 Spring Semester

The policies stated below have been constructed to ensure a quality relationship between the student, parent, and teacher. The intent is to provide a sound educational environment for the student.

Programs

We currently offer two plans of study:

- The Piano Basics Program includes weekly lessons and involvement in CMS recitals.
- Students wishing to take their ambitions beyond obligations of the Piano Basics Program may enroll in the Accelerated Program, which includes lessons and CMS recitals, plus participation in KCMTA events, Piano Guild auditions, KU master classes, and bi-weekly studio classes. Small fees apply to each of the events except studio classes, and range from c.a. \$20-\$30. For more information on KCMTA events, please visit www.kansascitymusicteachers.org.

NOTE: tuition is the same for both programs.

Enrollment

All students must sign and submit an enrollment form, registration fee, program of choice, and payment on or before their first lesson in order to register with KUCMS. A student will not be given a lesson unless a contract agreement and first payment have been received. If a student decides to discontinue study prematurely, no refund will be given for any payments received. Refunds may be granted under extenuating circumstances only.

Materials

Students must bring their materials to each lesson. These include:

- Music books and materials (i.e. metronome, staff paper, flashcards). These will be selected based on the individual discretion of the instructor. Parents are responsible for purchasing all materials.

Expectations

Students are expected to come to each lesson on time with their materials and assignments/pieces prepared. A practice regimen will be tailored individually to each student, and to ensure consistent progress, an open dialogue is encouraged between parent, teacher, and student about his or her assignments, practice plan, and behavior.

If a student consistently comes to lessons unprepared, lessons may be discontinued without refund at the discretion of the instructor.

Attendance

An academic year of study includes 30 weeks of instruction (15 weeks per semester) for all students. Students are expected to arrive promptly for classes and lessons. **Teaching sessions will not extend past the usual ending time to compensate for late arrivals.**

If a student is consistently absent without notice, lessons may be discontinued without refund at the discretion of the instructor.

Make-up Policy

Instructors must be notified of absences 48 hours in advance of the lesson time. Absences within the 48 hour period will not be made up and no refunds will be made. If the instructor must cancel a lesson, it will be rescheduled.

To ensure consistent study, **students are permitted only two make-up lessons each semester.** Any further missed lessons will not be made-up.

(Official lessons are not scheduled during KU school breaks.)

TUITION

Registration Fee

A registration fee of \$25 per student or \$35 for families with two or more students enrolled must be paid before or on the first lesson. The registration fee will be waived if yearly tuition is paid in full upon enrollment.

Private Lessons per Year/Semester

30-minute weekly lessons (30 lessons @ \$18/lesson) \$540/\$270

45-minute weekly lessons (30 lessons @ \$27/lesson) \$810/\$405

Payment Information

1. Yearly tuition may be paid in full upon enrollment. **The enrollment fee will be waived if this option is chosen.**
2. Semester tuition may be paid in full before or at the first lesson of each semester. (Sept. 10, 2018 and Feb. 4, 2019)
3. Four equal payments may be made according to the Tuition Table provided on page 3. The first payment is due by the first lesson. All accounts will be emailed a receipt for each payment.
4. Tuition payments will vary for families with more than one child enrolled. An individual payment plan will be discussed with the family prior to the first lesson.

TUITION PAYMENT PLAN TAB

Lesson Length	1st Payment (Sept. 10)	2nd Payment (Oct. 26)	3rd Payment (Feb. 4)	4th Payment (March 8)
30 min.	\$135	\$135	\$135	\$135
45 min.	\$202.50	\$202.50	\$202.50	\$202.50

KUCMS only accepts personal checks. Tuition should be made payable to the KU Community Music School and mailed to the following address:

KUCMS c/o Raul Alejandro Avila

1530 Naismith Dr. Rm. 446

Lawrence, KS 66045-3102

Late Payments: If a payment is not received by a due date, a late fee of 10% of payment amount will be assessed. If the payment plus late fee is not collected 14 days after the due date, lessons will not be provided until payment is made.

Family Discount: Each family that enrolls more than one child or family member within the same household will receive a 10% discount:

1st family member: Full tuition

2nd family member: 10% off tuition

3rd family member: 10% off tuition

Calendar

Please note the dates of holiday breaks and performances in the Fall 2018 and Spring 2019 Calendar. Parents and students will be provided with further detailed information about included workshops and recitals in the upcoming weeks. *Note: dates and times are subject to change.*

Thank you for carefully reading the KUCMS policy. Please retain this document for your records, and sign and turn in the enrollment/contract agreement form by the student's first lesson. If you have any questions, please contact Alejandro Avila at avila_alejandro@ku.edu or email: kucms@ku.edu

