VCSU COMMUNITY SCHOOL OF THE ARTS
VCSU COMMUNITY SCHOOL OF THE ARTS (CSA)
PRIVATE MUSIC LESSON POLICY STATEMENT 2015-16

TUITION/BOOK FEE
Tuition for private music lessons covers 30 lessons from August to May and is payable in advance; a flat, non-refundable $15 book fee is included in the tuition total each semester and is used to pay for students’ music books/curriculum. Any extra funds from this charge is used to purchase items for the CSA teacher library. Students starting mid-semester will have their tuition pro-rated.

It is understood that students have registered for the entire year upon completion of fall registration materials. Payment may be made in two semester installments (due August 21, 2015 and December 30, 2015) or in one payment for the year, due August 21, 2015. If not paying online, students should write a check payable to: VCSU Community School of the Arts or VCSU CSA.

If the student terminates lessons mid-year, the family is responsible for the full year of tuition unless written notice is given before December 30, 2015. When written notice is given by this date, no tuition will be charged for second semester. Notice must be given in writing to the Director of the Community School and not to the student’s teacher.

If not registering online, VCSU requires the bill payer’s birthdate to be filled in on the registration form for its accounting system. All invoices and refunds are handled and sent through the VCSU Business Office.

SCHOLARSHIPS
Scholarships are available to assist students on the School Free/Reduced Lunch Program. In order to receive a scholarship, the CSA Director must receive written verification from the school that the student is on the Free/Assisted Lunch Program. Parents/guardians must also fill out the appropriate scholarship forms. Failure to provide the correct documentation or complete the required forms will result in being charged full tuition.

ADDITIONAL FEES
• A $15 accompanist fee will be charged each time an accompanist is provided by the Community School for a Community School function and is due by the day of the recital. If the student enters two categories within one event, a $30 fee will be charged. Families will be notified approximately two months before a recital if a student will need an accompanist.
• Please purchase a notebook for teachers to write students’ weekly assignments/contact info.

MISSED LESSONS/WEATHER CANCELLATIONS
Refunds, credits, or make-ups will not be given for lessons or classes missed or canceled by the student. If VCSU is closed due to severe weather conditions, Community School activities will not be held, and lessons and classes will be made up at the teacher’s convenience. All lessons canceled by the teacher will be made up. In the rare occasion a teacher cancels a lesson and does not make it up, a refund will be given.

RECITALS AND OTHER PERFORMANCE OPPORTUNITIES
Recitals will be held in December and May. Recital participation is not required, but recitals help students to set and attain worthy goals. Such opportunities help students to develop self-confidence, stage-presence, and discipline while expressing musical creativity.

Parents are asked to encourage students to attend all performance classes (rehearsals for recitals). Performance classes prepare students for recitals in a small and familiar gathering of peers. Students who participate in the performance classes are better prepared, more confident, and more secure in their recital performances.

CALENDAR
A calendar of Community School events is included in the registration materials. If any calendar changes occur, you will receive notification. Lessons begin the week of August 31st.
MUSIC LESSON PREPARATION
Students are responsible for practicing their full assignment and preparing the lesson that has been assigned them. Students must also organize and remember to bring the following materials to lessons:
1) A notebook - this is where teachers will write weekly assignments and their contact info.
2) All music books that are in use (even if no piece is assigned in a book that particular week)
3) All items relating to their instruments (rosin, polishing cloth, etc.)

PRACTICE TIME
1) Must be maintained at a daily minimum of time to be arranged with the instructor
2) Should be given the same priority as homework
3) Should be a regularly scheduled time every day
4) May be broken up into smaller sessions to maintain concentration
5) Must be without distractions. Please avoid the television, pets, visitors, phones, or interruptions for chores during practice time.

PARENTAL INVOLVEMENT
• The parents’ or guardians’ responsibilities include bringing the student to lessons on time and picking him/her up on time. Please realize that Community School instructors cannot watch students before or after class.
• The parents of music students should provide a well-tuned piano (at least once a year) or a well-maintained instrument (brass, woodwinds, etc.), a metronome, and a quiet place to practice. Please listen to the student practice with encouragement and enthusiasm. It is recommended that a parent sit down with the student at least once a week to see that the student is practicing everything assigned and to offer encouragement.
• Parents are encouraged to call the student’s teacher or the Director of the VCSU Community School of the Arts if there is a problem or a question. It is our goal to give your child a positive learning experience in a supportive and musical environment.

PLEASE RETAIN ONE COPY OF THIS FORM FOR YOUR RECORDS. ONE COMPLETE COPY MUST BE SIGNED BY A PARENT, GUARDIAN, OR ADULT STUDENT AND RETURNED (uncut) WITH THE REGISTRATION FORM AND PAYMENT TO:

VCSU Community School of the Arts
101 SW College Street
Valley City, ND 58072
701-845-7377
christopher.redfearn@vcsu.edu

I HAVE READ THE VCSU COMMUNITY SCHOOL OF THE ARTS 2014-2015 POLICY STATEMENT IN ITS ENTIRETY, AND I UNDERSTAND AND AGREE TO ITS CONDITIONS.

Signature _____________________________________________________      ___________________
(Parent, Guardian or Adult Student)   (Date)

THANK YOU – ENJOY YOUR LESSONS!!