

# UPTOWN MUSIC COLLECTIVE POLICIES AND PROCEDURES

## 2009/2010

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1. Registration:
  - a) The UMC school year is divided into three semesters: fall semester (16 weeks), Spring Semester (16 weeks), and summer semester (14 weeks).
  - b) Private lesson students may enroll at any point during the semester and their tuition will be prorated accordingly.
  - c) Students must enroll in classes and workshops by the first week of the semester to gain admittance to classes and workshops, unless approved by the director.
  - d) If registration does not take place before the second week, the student will remain in private lessons, but will not be able to participate in classes and workshops until the following semester.
  
2. Tuition and Payments:
  - a) Admission to private lessons and classes/workshops is by registration through the Uptown Music Collective Student/Teacher Liaison only.
  - b) Tuition for the semester can be paid in full upon enrollment or divided into two or four payments over the course of the semester.
  - c) The first payment is made at the time of enrollment.
  - d) Each month's payment can be mailed to:

*The Uptown Music Collective*  
*848 West Fourth St.*  
*Williamsport PA 17701*
  - e) Checks or cash may also be placed in the green lock box on the front desk in the lobby.
  - f) Payment should not be given directly to teachers for any reason.
  - g) If a problem should arise either with your bill or your ability to pay please contact the staff as soon as possible to clear up any problems or make payment arrangements.
  - h) If payment is not received by the due date lessons, classes or workshops may be discontinued until payment is received.
  
3. Refunds/Withdrawals:
  - a) All private lesson and class tuition payments are non-refundable. Credit will be given where necessary according to payment guidelines.
  - b) In the case of a class or workshop being cancelled after students have enrolled, tuition will be refunded.
  - c) If a student wishes to withdraw from private lessons they should notify both the teacher and the student/teacher liaison before the end of their last month.
  - d) If a student wishes to withdraw from a class or workshop both the teacher and the student/teacher liaison should be notified. No refund will be given.
  - e) Payment should not be adjusted by the student/parent unless they have contacted the student/teacher liaison and discussed any payment issues.
  
4. Registration Fee: A \$35 non-refundable registration fee is due at the first enrollment of each school year. The registration fee is used to help offset the Collectives' administration costs. *Students enrolling during the summer session will not be charged a registration fee until the fall registration.*
  
5. Recital Fees: There is a \$15 fee per student for student recitals, this fee will be added to all performing student's bills the month prior to the performance.
  
6. Books: Books are required for some classes and workshops, as well as certain units covered in private lessons. These books can be purchased through the Uptown Music Collective, either by charging it to your bill or paying cash on delivery.

7. Multiple Lessons/Instruments: Students enrolling in private lessons on more than one instrument or with more than one teacher on the same instrument will receive a discount on the 2<sup>nd</sup> lesson.
8. The Sibling Discount: Two members of the same family enrolling in the Full Enrollment Program will receive a discount on the second family member's tuition.
9. Substitute Teachers: At times it may be necessary for a teacher to be absent and a substitute teacher to cover a student's lesson, class or workshop.
10. Weekend Workshops: Occasionally, the UMC provides a Saturday workshop from 11am to 4pm for \*all students in lieu of that weeks private lessons and classes. These provide the teachers with an "in service" week and the Saturday workshop an opportunity for the students to get to know each other and work together on special projects, sign up for classes and get to know the different teachers.
11. Make Up Lessons/ Absences:
  - a) Each student's private lesson tuition reserves a time slot on the teachers schedule each week. If the student must cancel a lesson for any reason, the teacher may try to schedule, **but is not obligated to provide**, a make-up lesson.
  - b) In the case of a teacher absence where a substitute teacher is not available, a make-up lesson will be provided or credit given.
12. In the Instance of Inclement Weather:
  - a) The Collective follows the closure policy of the Williamsport School District in cancelling lessons and classes for the day. If Williamsport Schools are closed because of the weather, the Collective is closed as well.
  - b) Make-up lessons will be scheduled where possible.
13. Placement:
  - a) Each private lesson student will be evaluated by an instructor and placed with an appropriate teacher according to their interests and current ability.
  - b) Each student's starting level for music theory will be determined by the results of a music theory placement test.
  - c) Placement in Performance workshops and classes on subjects other than music theory will be determined by the student's level or by the director's discretion.
14. The school reserves the right to discontinue lessons of any student due to frequent absence (more than 3 consecutive lessons), frequent tardiness, behavioral problems, delinquency in payment of fees, or failure to abide by policy.
15. It is the responsibility of the parent and/or student to notify the Uptown Music Collective directors when problems arise, whether financial, instructional or personal. Every effort will be made to respond to individual need and all requests will be kept confidential.
16. Scholarships: We are committed to providing education to all students of music regardless of their economic status. The Uptown Music Collective plans to award a limited number of scholarships based both on talent and on need. When these scholarships are available all students and potential students will be informed.
17. The Uptown Music Collective does not discriminate on the basis of race, color, nationality, sex, ethnic origin or religious beliefs in its admission, financial aid or other education policies.

### Student/Parent Agreement

I the undersigned, have read, understood and agreed to abide by the Uptown Music Collectives Policies and Procedures.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_