

# UMC GENERAL POLICIES AND INFORMATION 2012

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## 1. Registration:

- a) The UMC school year is divided into three 16 Week semesters
- b) All students must enroll/re-enroll at the beginning of each semester
- c) Students must register for Classes/Workshops at the beginning of each semester and must be registered by the second week of the semester to gain admittance to classes and workshops.
- d) If registration does not take place before the second week, the student may 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 Admissions Manager only.
- b) The billing system for the Uptown Music Collective is based upon 16 week semesters. There is a total cost for the 16 week semester also known as tuition. Tuition can be paid in full, broken into two payments, or spread out over four payments.
- c) The first payment of a 16 week semester is due during enrollment week. All other payments are due on the 1<sup>st</sup> of the month. If payment is not received by the 5<sup>th</sup> of the month a \$15.00 late fee will be added to the amount owed. If payment is not received by the 20<sup>th</sup> of the month another \$15.00 fee will be charged and lessons will be frozen until balance is brought up to current. You will be charged even if the student does not receive the lesson. If payment has not been made by the 1st of the following month lessons will be terminated and amount owed will be turned over to the District Magistrate.
- d) Acceptable methods of payment are cash or check (made payable to the Uptown Music Collective). Credit card payments are accepted for full payments or half payments only. Credit card payments will not be accepted for the four payment option.
- e) Each month's payment can be mailed to:  
*The Uptown Music Collective*  
*848 West Fourth St.*  
*Williamsport PA 17701*
- f) Checks or cash may also be placed in the green lock box on the front desk.
- g) Payment should not be given directly to teachers for any reason.
- h) If a problem should arise either with your bill or your ability to pay please contact the Admissions Manager as soon as possible to clear up any problems or make payment arrangements.

## 3. Refunds/Withdrawals:

- a) All private lesson and class tuition payments are non-refundable. Credit will be given where necessary according to our 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 Admissions Manager before the end of their last month.
- d) If a student wishes to withdraw from a class or workshop both the teacher and the Admissions Manager should be notified. No refund will be given.
- e) Payment should not be adjusted by the student/parent unless they have contacted the Admissions Manager 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. **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.

6. **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.
7. **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.
8. **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.
9. **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.  
**Note:** If weather is bad in the morning hours but becomes better as the day progresses an email will be sent letting you know if the Collective is open or not
  - b) Make-up lessons will be scheduled where possible.
10. **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 unless they are an absolute beginner
  - b) Each student's starting level for music theory will be determined by the results of a music theory placement test unless they are an absolute beginner
  - 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.
11. The school reserves the right to discontinue lessons of any student due to frequent absence (more than 2 consecutive lessons), frequent tardiness, behavioral problems, or failure to abide by policy.
12. It is the responsibility of the parent and/or student to notify the Uptown Music Collective staff 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.
13. 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.
14. 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.

I have read and understand and agree to abide by the above policies and procedures of the Uptown Music Collective

Parent Signature (If student is under 18yro) \_\_\_\_\_

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