

SHEPHERD UNIVERSITY SCHOOL OF MUSIC - COMMUNITY DIVISION

*Quality Instruction for Students of All Ages in Voice, Piano, Strings, Harp,
Woodwinds, Brass, Percussion and Guitar*

POLICIES AND PROCEDURES

HOURS OF OPERATION:

- Monday–Friday: 9:00AM-9:00 PM
- Other lesson times may be arranged depending on the availability of the instructor, including summer lessons.

REGISTRATION AND FEES:

- Students will register for lessons each semester of the school year: Fall, Spring, and Summer. New students are accepted on a rolling basis (no deadline for registration). **All student registration forms and tuition fees must be received prior to the student's first lesson.**
- Semester timelines — **Fall:** September-December • **Spring:** January-May • **Summer:** June-August
- **Each student is enrolled in the community division for the entire semester.**
- Students will pay a \$25.00 **non-refundable** registration fee to Shepherd University per semester. Summer registration fee is \$15.00. Checks should be made payable to Shepherd University.
- All other lesson fees are set by and will be paid directly to the student's instructor. The teacher reserves the right to stop lessons at any time during the semester if lesson payments are not received in a timely manner. All outstanding balances must be paid before a new semester of lessons may begin.

ATTENDANCE AND CANCELLATIONS: Regular attendance at all lessons is vitally important. However, if you are ill, for the health of others, please do not come to campus. **Contact your instructor as soon as possible in order to cancel a lesson.** Make-up lessons may be arranged at the discretion of the instructor.

PERFORMANCE: Studio recitals will be presented at the end of each semester at the discretion of the instructor. These recitals will give students the opportunity to perform for others the music they have worked on during the semester, and enable them to work on performance and concert skills.

STUDIO RULES:

- Students will attend all lessons regularly and will arrive on time for their scheduled lesson.
- Students will conduct themselves with decorum and respect for their teachers, studio equipment, and instruments.
- Students will bring all music and materials needed for their lesson.
- Students will practice on a regular and consistent basis. The amount of time needed for warm-ups and practice depends on each student's level, number and length of pieces. As a general guideline, the youngest student needs at least two 10-minute sessions a day while more advanced students need a full hour or more daily. Students should discuss practice policies and expectations with their instructor. Remember, quality of time is more important than quantity.
- **NO** food, drink, or gum will be permitted in the studio.
- **Registration fees must be paid before lessons may begin.**

LESSON TERMINATION POLICY:

- Each student is enrolled in the Community division for the entire semester. Please inform the instructor as soon as possible if you must terminate instruction. Approximate dates of each semester are as follows:
- **Fall:** September-December • **Spring:** January-April • **Summer:** May-August
- The registration fee is non-refundable.
- Lessons may be terminated by the instructor in the event of ongoing irregular attendance, repeated failure to prepare assigned material, disruptive behavior or failure to pay lesson fees. • Please inform your instructor of any vacation plans in advance.

TEACHER/STUDENT/PARENT:

- The teacher accepts the responsibility to provide an atmosphere for learning and making music. However, the teacher cannot learn for the student. The student understands that he or she must prepare for lessons by practicing consistently, listening to and cooperating with the instructor, and by bringing all music and materials to the lesson.
- Parental responsibility only begins with paying for lessons. Parents should take part in and help to over-see the student's practice routine. This includes demonstrating ongoing interest, encouragement and assistance in the scheduling of the student's day. Parents are responsible for providing a daily quiet time to practice. To assist in arranging this, a practice area should be established where students will not be distracted by other activities.
- Parents or other visitors will not be permitted to observe lessons or to be in the teaching studio during the student's lesson without the permission of the instructor.

SHEPHERD UNIVERSITY SCHOOL OF MUSIC • COMMUNITY MUSIC DIVISION
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