

The University of Toledo (UToledo)
Community Music Program (CMP)
Student Information Sheet

_____ Semester _____ Year

Philosophy & Administration

We want to offer each student enrolled in the CMP a positive learning experience and the highest quality in musical education. We accept students at all skill levels and do not discriminate on the basis of age, race, gender, or income level. CMP is coordinated by Chair of the UToledo Department of Music, Dr. Lee Heritage, (email: lee.heritage@utoledo.edu, 419-530-5062). Please read the following paragraphs carefully, as you will interface with him during your time as a CMP student.

Student Registration

All CMP students need to register prior to their first lesson. Instructors will not be paid for students who are not registered. Students may register and prepay for lessons online:

<http://www.utoledo.edu/al/svpa/music/communitymusic/cmppayment.html>

Or, students may contact our Business Office at 419-530-5072 to make other arrangements.

Scheduling

When a potential student contacts the UToledo Music Office to request private lessons, the appropriate UToledo student will be contacted with the contact information of the potential student/ guardian. Scheduling of lessons is arranged directly between the instructor and pupil. Instructors must contact students by telephone within a 24-hour period of receiving their contact information. Once the initial lesson is scheduled, the instructor must immediately inform Dr. Heritage of the time and date of that first lesson in writing. In all instances where written confirmation is required, email is acceptable correspondence.

Student Guidelines

Students agree to practice a minimum of _____ minutes per day _____ times per week. Consistent, daily practice is much better than cramming the day before a lesson. All students are expected to bring their assigned music books, instruments(s), and related materials to each lesson. Failure to do so may result in a "no lesson" situation, in which case the student may be sent home without refund. UT does not provide musical instruments for CMP students (rental or sale) or practice facilities. Contact Dr. Heritage if you have any questions.

Student Attendance and Refund Policy

To encourage student attendance and provide a stable income for instructors, students are required to pay their tuition in full for lessons on or before the first lesson. Throughout enrollment in the CMP, students will be in direct contact with their instructor(s) to schedule lessons. If a student needs to change a scheduled lesson day/time, he/she must give at least 24-hour notice to the instructor. Lessons cancelled without a 24-hour notice will not be made up, except in the case of a documented family or medical emergency, and CMP will not refund tuition for any such missed lessons. Only one (1) lesson per 6- lesson session may be cancelled or rescheduled. Instructors must notify Dr. Heritage immediately if an attendance problem arises, and students who miss two (2) consecutive lessons without notice may have their enrollment in CMP terminated, without refund. ***Please note: Except for documented family or medical emergency circumstances, we cannot process refunds for CMP tuition, and any remaining lessons will be forfeited.***

Instructor Attendance & Etiquette Policy

It is the instructor's responsibility to attend the assigned private lesson each week. Please note that cancelations or "no shows" on the instructor's part are in violation of the CMP policy, and may constitute termination from the program. Upon the instructor's first offense he/she will be required to meet with Dr. Heritage to discuss in detail the lapse of responsibility. The second offense may lead to an immediate termination from the program. If the instructor intends to reschedule a lesson, he/she must contact the student and/ or parent by telephone and email at least 24 hours in advance. The instructor is required to make-up the lesson that he/she misses in a timely manner and at the convenience of the pupil. Any lesson not made up will be deducted from the instructor's pay on the last pay period of the term. Instructors arriving late to a lesson must teach the allowed lesson time.

Holidays

Instructors are asked not to teach during scheduled holidays, closures, and breaks between terms. In special cases, make-up lessons may be given on a holiday with prior authorization from Dr. Heritage.

Notice Regarding CMP Student Retention Policy

CMP is offered as a service to the Greater Toledo Area community and retaining students is required for the program to maintain itself. CMP students agree not to study with their instructors outside of the program (i.e. "on the side" lessons with CMP instructor(s) off-campus) during their time enrolled in the program and for a period of six months after said student(s) end their enrollment in CMP, without expressed written consent from Dr. Heritage.

Miscellaneous

The CMP student and/or parent/guardian must read the rules and expectations listed above, sign the form, and return it to their CMP instructor(s) within one (1) week of their first lesson. The instructor will then give the signed form to Dr. Heritage to retain on file. By signing below, I understand the rules listed above, agree to abide by them, and by the conduct rules and regulations of UT.

Student Name (Print. Parent/Guardian if student is < 18 years of age)

Student Signature (Parent/Guardian if student is + 18 years of age)

Date