



STUDENT/PARENT HANDBOOK

Effective 1/1/2020

Michelle Zakharov, Director

620-229-6188 | cms@sckans.edu

1/1/2020

Welcome to The Community Music School at Southwestern College!

We are honored you have chosen CMS to further your or your child's music education.

We highly encourage the use of this handbook in order to familiarize yourself with CMS policies. For clarification on policies or to receive more information, please call our office at 620-229-6188.

Community Music School (CMS) Policies

The Director of the Community Music School has the responsibility and authority to administer the school's programs, monitor its academic and disciplinary policies, and supervise the admission and continued registration of its students. The following policies and procedures of the Community Music School have been established in order to assist quality and continuity of study. All students are required to abide by them.

General Policies

Students enrolling for individual lessons should not be studying with another individual instructor on the same instrument.

Students and/or parents have the responsibility of communicating with their teacher if an instructional, scheduling, or other problem arises. If the problem cannot be solved, the student and/or parent should contact the CMS office.

Students taking individual lessons who wish to change teachers must first notify and/or discuss any issues with their current teacher and make an effort to mutually resolve any problems. If a resolution is not found, contact the Music School Director for approval to switch.

Students must make every effort to be on time for all lessons and classes. All lessons/classes will end at the scheduled time. Faculty will wait for a student for one-third of the scheduled lesson time; students are asked to do the same in the event of a teacher's late arrival. Arrival past that time will be considered a missed lesson.

To best serve the musical needs of its students, CMS reserves the right to dismiss any student because of lack of interest or progress, frequent unexcused absences (three or more lessons), frequent tardiness, disruptive behavior, delinquency in payment of tuition, and/or failure to abide by policies by students or parents.

Music and method books are not included in tuition and the student will be required to purchase them as needed throughout the year.

Students and parents agree to accept faculty and administrative decisions regarding enrollment, financial aid, and applications of policies made under the published policies and procedures of the school.

The Community Music School Director and Dr. Timothy Shook, Music Professor and Chair for the Division of Performing Arts are, respectively, the ultimate authority regarding decisions made under the published policies and procedures of the school, unless the provisions of the specific policy of Southwestern College delegates authority elsewhere.

The Community Music School at Southwestern College reserves the right to modify or cancel any class, lesson, or course due to insufficient enrollment or extenuating circumstances.

REGISTRATION & ATTENDANCE

Registration obligates the student to complete the semester (generally 15 weeks). Your registration reserves your teacher's time during the year at that specific time period each week, regardless of student non-attendance, vacation, field trips, school music obligations, sports, etc. Cases of extended illness or familial obligations will be handled on an individual basis.

A non-refundable registration fee of \$20 is assessed once per academic year per student upon enrollment. Additional family members will be assessed \$12 each. There is a \$50/year cap per family.

Regular attendance is expected.

Students who are late for a lesson cannot be guaranteed their full lesson time. Faculty are instructed to wait for a student for one third of the lesson time before starting another lesson or leaving.

As a courtesy, please notify instructor 24 hours in advance of any absence. If you are unable to connect with your instructor, please notify the CMS office at cms@sckans.edu or by calling 620-229-6188.

Make-Up Lesson Policy

Student Absence: If a student must miss a private lesson, please contact teacher 24 hours in advance, if at all possible. The teacher and student will then need to find a time to make-up the lesson at the earliest convenience. The student WILL be charged for the missed lesson. The student WILL NOT be charged for the make-up lesson. The student has one month to make-up the lesson. After one month, the lesson will be forfeited. If a student misses a private lesson and no contact was made with teacher 24 hours in advance the student will be charged for this lesson and no make-up lesson will be required.

Teacher Absence: In the event that an instructor cancels a lesson or class, a make-up lesson will be offered at a mutually convenient time. The instructor is required to offer two reasonable make-up date alternatives.

Weather cancellations: ONE snow day per student, per year, will be made up. Please note that snow days occur only when the school closes due to inclement weather.

It is the instructor's responsibility to find a mutually agreeable time to make-up a lesson that is due to weather cancellation and is arranged between the teacher and student.

Make-up lessons missed by a student for any reason will not be rescheduled or refunded. Students who withdraw forfeit any make-up lessons they are owed.

Students who are unable to attend lessons/classes due to a long-term medical issue (3 or more consecutive weeks) may submit a written notification and physician's note to the Music School for consideration of a credit/refund for lessons/classes missed within the relative semester.

STUDENT WITHDRAWAL PROCESS

If a student desires to withdraw from private lessons, or if a teacher determines that it would be in the students' best interest to discontinue lessons, a notice of withdrawal must be made in writing (via email) to the CMS office with a 2-week notice. All accounts must be reconciled and paid in full and all lesson books must be returned to teacher.

TERMINATION OF LESSONS

CMS reserves the right to dismiss any student because of frequent absences, tardiness, or disruptive or injurious behavior. CMS also reserves the right to postpone or cancel any program due to insufficient enrollment. In the event that a class is cancelled, a full refund or credit will be made by CMS to student.

PAYMENT POLICIES

CMS tuition is charged on a monthly basis. Invoices will be sent by the 6th of the month to the preferred family email. The balance of the account is due on the 1st of the subsequent month (NET 30 days). There is a .50/transaction fee for online payments. A student may choose to pay weekly, bi-weekly, or monthly. If a student would prefer to pay for the full semester, this is also acceptable.

Tuition may be paid in one of following ways:

Online: Online payments can be paid with credit or debit cards. *Note* there is a .50 convenience fee per transaction for use of a credit or debit card. To make an online payment, please visit:

<https://form.jotform.com/SouthwesternCollege/cms-payment>

Mail: Send tuition payments by check or money order to the following address:

**Community Music School
Southwestern College
100 College St.
Winfield, KS 67156**

In person: Tuition payments by check or cash can be delivered to the CMS office or slid under the door. An envelope is provided on the table in the lobby.

Late Fees: Payments not received by the first of the subsequent month are subject to a \$25 late charge.

Financial Aid: The CMS offers a limited amount of financial aid to those who qualify. For more information about financial aid, please contact Michelle Zakharov at 620-229-6188 or click here to download an application.

Delinquent Accounts: CMS reserves the right to suspend or discontinue instruction of any student who is delinquent in fulfilling his/her financial obligations at any time during a semester. Students with delinquent accounts may not take a private lesson until the account is paid in full unless an arrangement has been made between family and Director.

Auto Renewal: Fall Semester private lesson students will be automatically enrolled in the Spring Semester. Please check with your instructor for the opportunity to change your lesson time or opt out by January 1, 2020. Please note that students of our MusicEd majors may need to change their lesson time due to the changing schedules of Southwestern College student teachers.

DISCOUNTS

A 5% discount is offered for the 2nd instrument or family member for private lessons during the Fall and Spring semesters for up to 3 additional family members. These discounts apply only to families with more than one student. Discounts not available for group classes.

These discounts apply to tuition only and do not apply to families who are receiving financial assistance.

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EMERGENCY CLOSING

Notification of CMS closure due to weather or other situations will be provided via email and a notice posted on the CMS Facebook page and Instagram account. If an individual teacher cancels, he/she will contact students directly by phone and/or email. Do not assume that CMS is closed based on public and private school cancellations.

SINGLE LESSONS

CMS offers up to **three** single lessons without committing to a full semester. Each 30-minute single lesson will be billed to the student at \$25/half-hour, regardless of teacher level. The fee is due on the date of scheduling and can only be arranged through the Director. Missed or cancelled lessons are billable and NO CREDITS OR REFUNDS will be issued.

STUDENT SAFETY AND PARENTAL RESPONSIBILITY

The Community Music School considers the safety of our students a top priority. Parents are solely responsible for their child's safe arrival at the school and for picking them up at the end of the lesson. Instructors and staff are not able to supervise children before and after lessons. Parents are responsible for supervising young children in our hallways, waiting areas and bathrooms as a courtesy to instructors and other students. Parents are responsible for picking up their children promptly after lesson time. Neither instructors nor staff are responsible for supervising children outside of teaching time.

RECITALS AND PERFORMANCES

Performing is an integral part of the musical experience. We host one recital a year, held at the end of the Spring Semester (date TBA). Please note: Mrs. Granberry's students will have a separate recital that will be announced in early Fall and early Spring. Recitals are optional, but all school-aged students are encouraged to participate, and our faculty members help to ensure that the performance is a positive experience.

WAITING LIST

If it is not possible to place a student with an appropriate teacher/class at the time of registration, students will be placed on a waiting list for that instrument or class.

If an opening occurs for that instrument or the minimum enrollment for a class is not obtained, students on the waiting list will be called to determine their interest in completing registration and enrollment.

2019-2020 TUITION

Level-Based Tuition

Instructor fees are based on three different levels and will be billed accordingly.

Professional Level (SC Music Professors):	\$24 half-hour/\$48 full-hour
Community Level:	\$18 half-hour/\$36 full-hour
Student Teacher Level (SC MusicEd Majors):	\$12 half-hour/\$24 full-hour
Registration Fee per Year:	\$20/year
Registration Fee Summer Session:	\$10/summer session
Each Additional family member registration fee:	\$12/family with a \$50 cap per family

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TUITION PAYMENT FAQs

- There is a \$25.00 fee for returned checks. If a check is returned, reimbursement must be made by money order or cash.
- Tuition from previous semester must be paid in full before students may register for the following semester unless an arrangement has been made with the teacher and CMS Director.
- The Community Music School reserves the right to require those students with a history of delinquent payments to go into a “pre-payment” status, in which the student must pay IN FULL for the entire semester and any past due balances before enrollment may continue.
- Tuition for group classes are not refundable unless classes are cancelled due to insufficient enrollment.
- Group classes may not be prorated.

FINANCIAL AID FAQs

- Need-based tuition assistance is based on total household income is available to cover partial tuition expenses for families demonstrating financial need.
- Tuition assistance is awarded for individual lessons, classes, and ensembles.
- Assistance can be awarded for the Fall, Spring or Summer sessions.
- Tuition assistance is not retroactive; students must pay in full for any lessons or classes scheduled **before** a financial assistance award is granted.
- If a student accepts tuition assistance no further discounts apply.

COMMUNITY MUSIC SCHOOL CONTACT LIST

Name	Phone Number	Email
CMS Office, Michelle Zakharov	620.229.6188	cms@sckans.edu
Badley, Deborah	620.262.6993	Deborah_badley@usd465.com
Breshears, Hannah	316.841.4040	Hannah.breshears@sckans.edu
Giat, Joe	620.218.3889	Joefirkus.giat@sckans.edu
Granberry, Marsha	316.619.0898	mdbranberry@gmail.com
Hofmeister, Nick	620.262.7719	Nick.hofmeister@gmail.com
Kirk, Jeremy	620.870.1683	Jeremy.kirk@sckans.edu
Kirk, Nikki	620.307.6718	Nikki.kirk@usd470.com
Li, Dr. Amanda	812.369.8369	Amanda.li@sckans.edu
McMains, Julia	620.506.1655	Julia.mcmains@sckans.edu
Patrick, Alyssa	785.212.1636	Alyssa.patrick@sckans.edu
Performing Arts Office	620.229.6272	Miranda.hofmeister@sckans.edu
Peterson, Dr. Amber	309.738.1484	Amber.peterson@sckans.edu
SC Security	620.229.0012	security@sckans.edu
Shook, Dr. Timothy	316.259.7945	Timothy.shook@sckans.edu
Stoddard, Lani	620.218.6266	Lani.stoddard@sckans.edu