

GENERAL INFORMATION

2022-2023 lessons, classes, and ensembles are offered from **September 12, 2022—September 2, 2023**

Lessons, classes, and ensembles are offered on a tuition basis with monthly payments throughout the year*. Please read the following information carefully.

*unless otherwise stated in the official class description.

IN-PERSON OFFERINGS

All people who enter the building must agree to follow CSMA COVID-19 policies and sign a waiver.

PRIVATE LESSONS

Lesson/tutoring registration reserves a lesson spot for 12 months with a CSMA instructor, and billing accounts will be set up for the entirety of the year.

- The tuition fee reserves a lesson time for the year and is a payment for instruction.
- Tuition does not include music books, supplies, recital and exhibition fees or other expenses.
- In an effort to go paperless, we are requiring payment accounts to be set up to process payments monthly. Your tuition is calculated based on the number of lessons that you are guaranteed over the course of the year and the teachers lesson rate. This number is then divided into equal monthly payments. Please note that the number of lessons per month may vary, however your monthly rate is determined based on the TOTAL number of lessons that will occur throughout the year.
- Students will receive 43 lessons from September through August, with 32 lessons in the September through May session, and 11 lessons during the summer session.
- Student accounts will be charged per lesson if more than the allotted lessons per session have been received. Lessons and unexcused absences will be counted toward the allotted lessons.
- Tuition for students who enroll in lessons/classes mid-year will be prorated for the year's tuition.
- Tuition is non-refundable.
- A \$35 service charge will be applied to all accounts for insufficient funds.
- Late payments (more than 5 days) will be assessed a \$10 service charge.

LESSON ABSENCES

Student absences

- Students are allowed up to 3 absences per calendar year that will be made up by the teacher.
- If lessons are terminated mid-year, one make-up lesson per semester will be accounted for.
- Although at least 24 hours notice is preferred and requested, the student's instructor must be notified **by e-mail** by 10:00 a.m. on the day of absence OR 2 hours prior lesson--whichever allows for more time- in order to be eligible for a make-up lesson. **Please contact your teacher directly** and to notify them of the absence.
- Coordinate directly with your instructor to schedule a make-up lesson.
- If your teacher is not notified by 10:00 a.m. AND 2 hours prior to a morning lesson on the lesson day, the absence will be considered unexcused and will not be eligible for a make-up lesson.
- If a make-up is scheduled and missed, the make-up lesson will be forfeited.
- There will be no refunds due to missed lessons.

Make-Up Lesson Deadlines for 2022-2023 School Year

- Student make-up lessons for the school year may not extend beyond JMay 27, 2023.
- Student make-up lessons for the summer may not extend beyond September 2, 2022.

Teacher absences

In the case of a teacher absence, students will either be provided a substitute teacher for their lesson or receive a guaranteed make-up lesson, which must be coordinated with their teacher.

PRIVATE TUTORING

Policies for private tutoring are the same as for private lessons.

CLASSES & ENSEMBLES

Classes & ensembles are defined as any regularly scheduled, group activity or learning experience with two or more students and a teacher. Ensemble and group classes are held on either a semester or a yearly basis. Class schedules will be published prior to the first class. Ensemble schedules are typically based on the ensemble teacher's schedule, with 14 classes scheduled each semester, and 9 classes scheduled during the summer session.

- The tuition fee reserves a class/ensemble time for the duration of the ensemble and is a payment for instruction.
- Tuition does not include music books, supplies, recital and exhibition fees or other expenses.
- If a class is missed due to an instructor absence, CSMA may either provide a substitute teacher or cancel the class.
- There will be no refunds due to cancelled classes.
- If more than one class is cancelled during the semester, the instructor will either provide a make-up date or compensate for the time in an alternative way before the end of the semester.
- There will be no refunds for inability to attend classes/ensembles or make-up dates.
- Students enrolled in Crescendo, ensembles, bands, or other groups where students perform together must check performance dates and must be able to commit to attending. If students know at the beginning of a semester that they will not be able to attend a recital or performance they should discuss it with CSMA administration prior to enrolling in the group.

CRESCENDO MUSICIAN DEVELOPMENT PROGRAM

The Crescendo Musician Development Program is a school-year-only program. Its semester and cancellation dates & policies are the same as the CSMA lesson semester and cancellation dates and policies. Please refer to The Crescendo Musician Development Program Calendar for the schedule. Class schedules will be published prior to the first class.

- The tuition fee reserves a place in the program from September 13, 2021 - May 22, 2022
- Tuition does not include music books, supplies, recital and exhibition fees or other expenses.
- If a class is missed due to an instructor absence, CSMA may provide a substitute teacher or cancel the class.
- There will be no refunds due to canceled classes.
- If more than one class is canceled during the semester, the instructor will either provide a make-up date or compensate for the time in an alternative way before the end of the semester.
- There will be no refunds for inability to attend classes/ensembles or make-up dates.
- If more than one class is canceled during the semester, the instructor will either provide a make-up date or compensate for the time in an alternative way before the end of the semester.
- There will be no refunds for inability to attend classes/ensembles or make-up dates.
- Tuition will depend on the number of days of enrollment in the program. The specific days of attendance may not be altered during the semester without approval from the instructor and the administration.
- The number of days of enrollment selected are subject to the semester dates and cancellation dates and policies.

- Students enrolled in Crescendo, ensembles, bands, or other groups where students perform together must check performance dates and must be able to commit to attending. If students know at the beginning of a semester that they will not be able to attend a recital or performance they should discuss it with CSMA administration prior to enrolling in the group.
- A non-refundable deposit is required upon enrollment.

Early Cancellation (Crescendo Only):

- Cancellation between September 1-12: 10% of full-year tuition will be due.
- Cancellation between September 13-18: 25% of full-year tuition will be due.

WEATHER

- If Cyprus School of Music and the Arts closes due to inclement weather, lessons and tutoring will be held remotely.
- If an instructor does not provide remote lessons, the lesson will be considered an instructor absence.
- If a student misses a remote lesson that is available due to inclement weather, it will be considered a student absence.
- **Please check WCCO school closings online for notifications.**

MISCELLANEOUS

- Please inform the administration office about any changes of address, phone numbers, e-mail address, or payment information.
- Any updates to this policy will be furnished to the parent/student. If you have any questions, please contact Cyprus School of Music and the Arts.
- CSMA may provide an occasional substitute teacher in the case of a teacher absence.
- We **strongly encourage** students in private lessons **at every level** to participate in recitals, contests, events, and group playing opportunities.
- We would like for your experience with CSMA to be a positive one. If you have any questions or concerns, please address them with your teacher or with the CSMA administration as soon as possible. You may reach us at csma.admin@cyprusclassicalacademy.com

CANCELLATION OF ENROLLMENT - All CSMA OFFERINGS

We allow for cancellation of enrollment prior to each session/semester.

Our semesters/sessions run from:

September 12, 2022 - January 28, 2023

January 30, 2023—May 27, 2023

June 5 - September 2, 2023

- **Notice is required by December 16, 2022** for cancellation of lessons at the end of the first semester.
- **Notice is required by May 6, 2022** for cancellation of lessons at the end of the Spring semester OR for an alteration of lesson frequency (and prorated tuition) during the summer. Please discuss your plans for summer with your instructor prior to May 6th to ensure your preferred summer schedule.
- **Tuition must be paid for the entire semester**, even if a student withdraws from lessons mid-semester.
- If notice is not given by the above specified dates, students are expected to take lessons for the entirety of the year, and full yearly tuition will be due.

CONTACT INFO

E-mail - CSMA.Admin@cyprusclassicalacademy.com

- Michelle Wallick, Director
- Mike Wallick, Communications Director