

GENERAL INFORMATION FOR CSMA COMMUNITY LESSONS

2024-2025 lessons, classes, and ensembles are offered from the beginning of September 2024 through the end of August 2025, according to the CSMA lesson schedule*

**unless otherwise stated in the official class description*

PRIVATE LESSONS & 1-1 TUTORING

Sessions

School Year Session: September 9, 2024 - May 24, 2025

Semester 1: September 9, 2024 - January 25, 2025

Semester 2: January 27, 2025 - May 24, 2025

Make-Up Week for School Year Session: June 2-7, 2025

Summer Session: June 9 - August 22, 2025

Make-Up Week for Summer Lessons

Tuition Policies (See Cancellation Policies Below)

- Enrollment in CSMA for lessons is on an annual basis with tuition divided into monthly payments.
- Lesson/tutoring registration reserves a spot for 12 months with a CSMA instructor.
- Billing accounts are set up for September through August.
- Tuition does not include music books, supplies, recital and exhibition fees or other expenses.
- Payments will be processed monthly via automated billing.
- The yearly tuition covers **42 lessons** from September through August
 - **32** 30-minute lessons (or equivalent) for the September through May session.
 - **10** 30-minute lessons (or equivalent) for the summer session.
- Students may take longer lessons with an additional tuition amount added at the instructor's tuition rate prorated for the amount of additional time.
- Additional lessons beyond the allotted number are billed at the annual tuition rate divided by 42.
- Both lessons and unexcused absences count toward the allotted total.
- Tuition is prorated for mid-year enrollments.
- Tuition is **non-refundable**.
- **A \$35 service charge** will be applied to all accounts for insufficient funds.
- Payments more than 5 days late incur a \$10 service charge.

Student Absences

Excused Student Absences

Student absences are considered “Excused” and will be eligible for a makeup lesson if:

- Notice is provided at least **2 hours in advance**
- Notice must be given:
 - **Directly to their teacher via email AND**
 - **Copied to csma.admin@cyprusclassicalacademy.com**
- A student has not yet had 3 excused absences - Students are allowed up to 3 excused absences per **calendar year (September - August)** that are eligible for makeup lessons.

Note: Each additional absence will be considered unexcused and will be counted toward the total number of lessons for the year.

Unexcused Student Absences

Student absences are considered “Unexcused” and are not eligible for a makeup lesson if:

- At least 2 hours advance notice is not given prior to the beginning of the scheduled lesson time.
- A student has already had 3 excused absences for the calendar year (September - August)
- Mid-year withdrawals allow for 1 make-up lesson per semester.
- Make-up lessons scheduled and missed are forfeited and counted as unexcused.

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.

Make-up Lesson Deadlines

- School Year (September - May): June 7, 2025
- Summer: August 31, 2025

CLASSES & ENSEMBLES

- **Scheduling and Tuition**
- Defined as group activities with two or more students.
- Held on a **semester or yearly basis**.
- Ensemble schedules are based on instructor availability:
 - **14 sessions per semester.**
 - **9 sessions during summer.**
- Tuition reserves a time slot and pays for instruction only.
- Tuition excludes books, supplies, recital/exhibition fees, or other expenses.
- No refunds for missed or canceled classes or inability to attend make-up dates.

Instructor Absences

CSMA may:

1. Provide a substitute teacher, or
 2. Cancel the class.
- More than **one cancellation** per semester requires a make-up date or alternative make-up for the time missed before the semester ends.

Performance Expectations

- Students in performance-based groups (e.g., Crescendo, ensembles) must check performance dates and confirm availability. Conflicts should be discussed before enrolling.

WEATHER

- If Cyprus School of Music and the Arts closes on-site due to inclement weather, lessons and tutoring may be held remotely.
 - If CSMA closes on-site due to inclement weather, lessons and tutoring may shift to remote instruction.
 - Remote lessons missed by students are treated as **student absences**.
 - Lessons canceled without a remote option count as **instructor absences** and qualify for make-up lessons.
 - Families will receive closure notifications via text and/or email.

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 at csma.admin@cyprusclassicalacademy.com or text/call 952-303-5183
- 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

- Cancellations before the end of each session/semester require written notice:
 - **First Semester:** Notice by **December 20, 2024**.
 - **Spring Semester/Summer Adjustments:** Notice by **May 13, 2025**.
 - Late cancellations incur a **fee equal to one month's tuition**.
- Discuss summer schedules with instructors prior to **May 13, 2025**.
- Tuition is non-refundable and applies through the semester of withdrawal.

CONTACT INFO

- **Email:** CSMA.Admin@cyprusclassicalacademy.com
- **Director:** Michelle Wallick
- **Communications Director:** Mike Wallick
- **Text/Voice:** 952-303-5183

RECITAL DATES 2024-2025

- **Sunday, December 15, 2024**
- **Sunday, May 4, 2025**