



Policies and Procedures

Please keep this document to refer back as needed.

Location/Directions

The Community School of Music is located on the University of Montevallo campus. We are located in Davis Hall which is directly across from Reynolds Hall. Once in Montevallo, on Highway 119, turn onto Vine Street, pass the Post Office and drive through the gated entrance on campus. There is a parking lot available at the first left and this is the back of Davis Hall (Music building). If you need more directions please call the school at: 205-665-6678

Lessons

When a student enrolls in the University of Montevallo, Community School of Music (CSM), the student is committing to an entire semester of lessons (15, 10 or 6 week semester duration). A registration form and initial payment must be filled out and received before lessons can begin. Please see link for fee structure:

<https://www.montevallo.edu/academics/colleges/fine-arts/departments/department-of-music/community-school-of-music/payments-and-prices/> All fees are due by the date posted on the registration. Lesson fees not paid by due date will incur a \$25.00 late fee. Students will pay by credit card through the CSM website at:

<https://www.montevallo.edu/academics/colleges/fine-arts/departments/department-of-music/community-school-of-music/payments-and-prices/> The University cannot accept cash at this time.

Scheduling

Instructors are responsible for scheduling their individual studios. You are not required to pay for lessons until you have been contacted by the instructor and have a lesson time/day scheduled. Instructors work very hard to be as flexible as possible when scheduling their studios. However, *on occasion* an instructor may have to move a lesson day/time during a semester for other responsibilities (including performances, recitals, community outreach events or other teaching responsibilities). Please note that we cannot guarantee a specific time/day for each week of an entire semester. This is done in order to allow our professional instructors the flexibility they need to be great musicians. We feel hiring professional musicians' provides greater quality to our program and, most importantly, benefits the student. As always, we will make every accommodation possible should an instructor need to reschedule your weekly lessons during the semester for professional obligations.

Refunds

Refunds are granted only in cases of documented medical emergency or when a student must relocate out of the local area. Requests for a refund must be made directly to the CSM director in writing (UMCSM@montevallo.edu or hard copy). Informing only your teacher does not release you from paying your semester bill or guarantee a refund. **Refunds are not available to Choose Act students for any reason.**

Attendance Policy

Regular attendance is crucial for success in music study. Refunds are not given for missed lessons and makeup lessons are given only at the teacher's discretion. **Failure to notify your instructor in a timely manner (at least 24 hours in advance for Planned absences) that you are unable to attend your lesson will result in a forfeit of that lesson.** In consideration of our instructor's demanding schedules, there can be no more than four makeup lessons per student, per semester. In the event that it becomes necessary for the instructor to miss a lesson, a makeup lesson will be scheduled and will not count towards the four make up lesson limit. Students who miss a scheduled makeup lessons will **not** be rescheduled. Students who are late for a lesson will not be guaranteed their full lesson time since it is essential for the instructor to run his/her studio on schedule. **If you are a Choose Act student and no call/no show for over 7 days, we will assume you have unenrolled yourself and notify ALDOR of your unenrollment.**

Inclement Weather

The University of Montevallo does not follow the closings of the local school systems. If you believe that inclement weather will prevent you from attending the lesson, please call your teacher directly. If the University of Montevallo closes for any reason, students will be notified and lessons will not be given. Regularly scheduled lessons cancelled due to University of Montevallo closing will be made up.

Student Responsibilities

Daily practice and review are vital to the success of the music student. The amount of practice varies with age, level, and instrument, but the need for a regular routine is common to all. The Community School of Music assumes no responsibility for lack of progress when a student is negligent in practice. All students must bring their books, instrument and all other equipment required by their instructor to each lesson. Students need to make every effort to show up at their specific lesson time each week.

Instruments and Materials

An appropriate instrument and purchases of printed music and method books are the responsibility of the student/parent. These costs are not reflected in the tuition fees. All questions regarding materials should be directed to the private instructor.

Behavior

Disruptive conduct is not tolerated at the Community School of Music. CSM has the right to refuse music instruction to students who are causing disturbing, harassing or harmful behavior to our instructors or to our program.