



Student Handbook 2009-2010

Community Music School of Webster University
470 E. Lockwood Ave. (mailing address)
St. Louis, MO 63119
314-968-5939/fax 314-963-6268
webster.edu/cms

MY CMS

2009-2010 CMS SCHOOL CALENDAR

Enter your information here

My name: _____

My teacher: _____

My lesson day and time: _____

IMPORTANT INFORMATION

Community Music School of Webster University (mailing address)

470 E. Lockwood Avenue • St. Louis, MO 63119

Phone: (314) 968-5939 • Fax: (314) 963-6268

www.webster.edu/cms

Administrative Office Hours

9:00 a.m. – 5:00 p.m. Monday – Friday*

Webster Groves (WG)

Garden Avenue Building

535 Garden Avenue

Webster Groves, MO 63119

(314) 968-5939

Fax: (314) 963-6268

Program Director: K.J. Reynolds

Old Orchard Building

23 Old Orchard

Webster Groves, MO 63119

(314) 963-6058

Coordinator: Julie Giesege

E-mail: giesege@webster.edu

*Monday-Thursday, 2-7 pm

Strauss Center Branch (SC)

(Leon R. Strauss Center for Music at Faust Park)

14941 Olive Blvd.

Chesterfield, MO 63017

(636) 537-1601

(636) 537-2864 (teacher messages)

Fax: (636) 537-1604

Coordinator: Rebecca Dellegrazio

E-mail: rdellegrazio31@webster.edu

Trinity Presbyterian Church (TP)

6800 Washington Avenue

University City, MO 63130

(314) 968-5939

(main CMS #-direct all inquiries to this number)

Carolyn Hoyer, Bookings Coordinator 246-4455

Young Years Voicemail 246-4458

Suzuki Voicemail 246-4457

Help Desk (for assistance with online statements) 1-866-435-7270

FALL SEMESTER 2009

▪ **August 24, 2009 – January 17, 2010**

Fall Registration for *new* students.....August 12-17

Labor Day (school is closed).....September 7

Thanksgiving Break (school is closed)*.....November 24-29

Re-enrollment for Spring 2010.....November 16-December 11

Winter Break (school is closed)*.....December 21 - January 3

SPRING SEMESTER 2010

▪ **January 25 – June 7, 2010**

Spring Registration for new studentsJanuary 13-16, 19

Spring Break*March 15-21

Re-enrollment for Summer & Fall 2010April 12-23

Memorial Day (school is closed).....May 31

Summer Registration for new students June 1-5

SUMMER SEMESTER 2010

▪ **June 12 – July 26, 2010**

Independence Day Holiday (school is closed)*.....July 3-5

Re-enrollment for Fall 2010.....June 26-July 2

*Ensembles, orchestras, and some individual instruction teachers may meet those days.
Please consult your teacher or rehearsal schedule.

See page 6 for the 2009-2010 payment schedule

COMMUNITY MUSIC SCHOOL POLICIES

The Director of the 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 Music School have been established in order to assist quality and continuity of study. All students are required to abide by them.

General

1. Students enrolling for individual lessons should not be studying with another individual instructor on the same instrument.
2. 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 school office.
3. Students taking individual lessons who wish to change teachers must first notify and/or discuss a problem with their current teacher, make an effort to mutually resolve any problems, and receive approval of the Music School Director.
4. Because faculty teaching is tightly scheduled, students must make every effort to be on time for all lessons and classes. In deference to subsequent students 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.
5. To best serve the musical needs of its students, the Music School reserves the right to dismiss any student because of lack of interest or progress, frequent unexcused absences (three or more consecutive lessons), frequent tardiness, disruptive behavior, delinquency in payment of tuition, and/or failure to abide by policies by students or parents.
6. In order to ensure that student performance and audition experiences are positive and educational for each student, the Music School recommends that students registered for individual lessons at the school consult with and receive approval from their individual lesson teacher prior to initiating these activities.
7. Students and parents agree to accept faculty and administrative decisions regarding enrollment, financial aid, scholarships, evaluations, awards, and applications of policies made under the published policies and procedures of the school.
8. The School Director and the Dean of the Leigh Gerdinge College of Fine 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 Webster University delegates authority elsewhere.

9. An appeal for a decision regarding instruction should be directed to the Office of the Director of the Community Music School of Webster University. The appeal will be reviewed by the Director and the Dean of the Leigh Gerdinge College of Fine Arts.

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

Registration

New Students *(Those who weren't enrolled during the previous semester or at any previous time)*

1. Prospective students and/or parents should attend registration where a lesson time will be arranged. (See registration dates, times and locations on the CMS website.) Care is taken in pairing students with instructors. A student's background, personality, personal motivation and goals, as well as specific needs or requirements are carefully considered before a teacher is suggested. By registering students in person, our staff is able to assess these criteria to better ensure that the student is placed with the most appropriate instructor and will progress and thrive in his or her musical studies.
2. Registration is completed by discussing CMS policies and signifying acceptance of them. Students will leave registration with the teacher's name; the day, time, and location of the lessons; and the student ID number on a copy of the registration form. Online payment passcodes and information will be mailed to new enrollees within a week of registration.

Returning students:

1. To give returning class/individual lesson students preference on a teacher's schedule, currently enrolled students will be mailed a re-registration form at the end of each session. The form must be received by the stated deadline to reserve a place on the teacher's schedule. Returning students must consult with their teachers about lesson times. Students are not enrolled and teachers are not paid until the process above is completed.
2. Billing statements will be available online prior to the start of the semester.
3. If you have been in class instruction, your teacher will recommend the best class placement for the upcoming semester.
4. Any returning student with an outstanding account balance cannot be registered for the next semester and their place on a teacher's schedule cannot be guaranteed until the account is paid in full. Students with a history of late or non-payment may be required to pay in full for the next semester.

Group/Class Instruction

Students may register for class instruction by using the mail-in registration form available on the website, or by attending regular registration times as listed at www.webster.edu/cms. Mail or fax in the registration form to: CMS, 470 E. Lockwood, St. Louis, MO 63119. Students in orchestras and ensembles should refer to the orchestras and ensembles audition information booklet for registration information.

Waiting List Students

1. If it is not possible to place students with an appropriate teacher/class during registration, students may elect to place their names on the waiting list for that instrument or class. Only those who attend registration and attempt to enroll in individual instruction may be placed on the waiting list. Those who mail in class registration forms will also be placed on a waiting list pending minimum enrollment.

2. If an opening occurs for that instrument or the minimum enrollment for a class is obtained, students on the waiting list will be called to determine their interest in completing registration.

Missed Lessons

1. Students are enrolled and charged for the entire semester or session. Students who register after the beginning of the semester are enrolled and charged for the remaining weeks in the semester. Regular attendance at all lessons, classes, and rehearsals for the semester is expected. Students are charged for all lessons, classes and ensembles, including those missed due to student absence.

2. As a courtesy to your teacher/instructor, please notify your location office in advance of any absence.

3. *For individual lessons:*

a. Since an individual instructor has reserved a weekly teaching time, any missed lesson due to student absence will not be made up, credited, or refunded.

b. Exceptions to this policy are made only due to student absence for religious observances. In these cases, only one lesson per semester will be made up, and notification must be given to the teacher at least one week in advance.

4. *For classes/rehearsals:* Classes or rehearsals missed due to student absence will not be rescheduled and there will be no refund/credit of tuition.

5. Students who are unable to attend lessons or classes due to a long-term (3 or more consecutive weeks) physical problem will receive a credit or refund for lessons or classes missed. A physician's note is required to receive this credit.

6. In the event the instructor cancels a lesson or class, a make-up lesson will be offered at a mutually convenient time. An individual lesson teacher is required to offer two reasonable make-up date alternatives.

7. If a student cancels an agreed-upon make-up lesson, it will not be rescheduled.

8. If lessons/classes/ensembles have been suspended because tuition payment is delinquent, no make-up lessons will be given.

9. When inclement weather or any other unforeseeable circumstances force the closing of the school for safety considerations, classes, lessons and rehearsals will not be made up and no reimbursement will be made.

School closing announcements will be made on KSDK Channel 5 TV, KMOX 1120 AM radio, www.webster.edu, www.ksdk.com, and www.stltoday.com, or by calling (314) 968-5939. Students may also sign up for automated campus closing alerts at www.webster.edu/technology/websteralerts.

Every effort will be made to avoid canceling lessons and classes due to bad weather. When Webster University is closed due to weather, the Community Music School will also be closed.

Tuition

1. All students are charged a \$25 non-refundable registration fee once every academic year, due each Fall Semester thereafter.

2. Tuition rates for the 2009-2010 school year:

	<u>Traditional</u>	<u>Suzuki</u>
<i>Fall & Spring (18 wks)</i>		
30 min.	\$531	\$666
45 min.	\$792	\$927
60 min.	\$1035	\$1170
<i>Summer (6 wks)</i>		
30 min.	\$177	\$177
45 min.	\$264	\$264
60 min.	\$345	\$345

3. Students who register after the start of the semester/session will pay tuition pro-rated for the number of lessons remaining that term.

CMS policies continued on page 6

Payment

1. Students will receive e-mail notifications each time a new billing statement is available. Parents, employers, or other individuals can be authorized to receive an e-mail notification for billing statements, as well as pay electronically. A computer is available at the CMS Center for checking and printing account statements. Payments are due on or before the dates shown.

	<u>Online</u>	<u>Due Date*</u>
<i>Fall 2009</i>		
August	8/8	8/28
September	9/8	9/30
October	10/7	10/30
November	11/6	11/30**
<i>Spring 2010</i>		
January	1/8	1/30
February	2/5	2/28
March	3/5	3/30
April	4/7	4/30**
<i>Summer 2010</i>		
June	6/7	6/30
July	7/6	7/30**

* A monthly 1.5% interest charge will be assessed on balances remaining on account after the due date.

**Account balances must be paid in full by these dates for continuous enrollment.

2. Account balances may be paid online by credit card or bank transfer, by calling the Webster University Cashiers' Office at 314-246-7410, or in person at the Cashiers' Office (Loretto Hall 101 on the Webster University campus). Billpayers may print out the online statement and return it with a check to: Webster University, P.O. Box 503957, St. Louis, MO 63150-3957. Payments will not be accepted at CMS locations.

3. Monthly Payment Plan: Students may make monthly payments of their semester charges. Those who select this option will be charged a monthly interest rate of 1.5% on the balance remaining after each payment due date. Failure to maintain the scheduled monthly payments may result in cancellation of lessons/classes/rehearsals.

4. There is a \$25.00 fee for each returned check. If a check is returned, reimbursement must be made by money order or cash.

5. Tuition must be paid in full before students may register for the following semester. Members of orchestras or ensembles who have not paid tuition in full by the end of the previous academic year will not be given the opportunity to audition until payment is received.

6. 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 before registration can take place.

Refunds

Request for withdrawal from individual, class, orchestra, or ensemble instruction must be submitted in writing to the School Office. This request should be submitted by the parent or adult student to the School Office and must be received two weeks before the final lesson. These policies apply whether the student's account is paid in full at the time of withdrawal or if there is an account balance due.

Individual instruction:

1. If the student withdraws 24 hours or more before the first lesson/class, he will be billed only for the \$25 registration fee. If the student does not give 24 hours or more of notice, they will be billed the \$25 registration fee and a \$125 penalty fee.

2. If the student withdraws anytime between the day of the first class/lesson and the end of the sixth week of the CMS semester (Fall-October 5, 2009; Spring-March 6, 2010), he will be billed for the lessons during that time, the \$25 registration fee, and a \$125 penalty fee. In the summer session: withdrawals between the day of the first class/lesson and the end of the second week of the session will be billed for the lessons during that time, the \$25 registration fee, and a \$50 penalty fee. There are no refunds after the 6th week of the semester, and students will be charged and responsible for the full semester tuition and any applicable fees and interest charges.

Group instruction (including Young Years classes): Tuition for group classes is not refundable unless classes are cancelled due to insufficient enrollment.

Discounts

1. When two or more from the same immediate family (brother, sister, mother, father) register for individual lessons in the same semester, a family discount is available. A discount of 10% is applied to all individual lessons except the one with the highest tuition charge, with no further discount for any reason.

2. When an individual student registers for individual instruction for more than one instrument during a semester, a 10% second instrument discount is applied to all but the highest tuition charge.

Tuition Assistance

1. Tuition Assistance is available to cover partial tuition expense for students demonstrating financial need. To receive assistance, students or their parents must complete a Tuition Assistance application and submit current proof of income (as specified on form).

2. Tuition Assistance is not retroactive; students must pay for any lessons or classes attended before a financial assistance award is granted.

3. Students/families who qualify for Tuition Assistance and who are also awarded a scholarship must choose between the two. Also, no further discounts may apply. The Monticello College Foundation, the National Flute Association, and the After Hours Community Band provide a portion of the Tuition Assistance available.

Endangered Instrument Awards

A limited number of financial awards will be given to pre-college students new to the Community Music School who wish to study viola, double bass, oboe, bassoon, horn, trombone and tuba. The award is for a total of two semesters, and only for fall and spring semesters.

- Students who receive the award for private instruction may receive 67% of individual lesson tuition costs for 30-minute lessons. Awarded students must audition for and, if accepted, take part in one of our ensembles.
- Students new to CMS ensembles may receive 67% of ensemble tuition if accepted into an orchestra/ensemble. Students may participate in orchestras/ensembles only, without taking private instruction.

Referral Rewards Program

You and your child(ren) enjoy the Community Music School's music programs. Now you have the opportunity to share the fun with your friends, neighbors, and family—and receive a \$10 discount off the next semester's tuition! Whenever a student you referred to Individual Lessons or the Young Years Program registers for lessons or a class and re-enrolls the next semester, you will receive a \$10 discount off a single tuition in the following semester. You can add up your referrals and save up to 80% of your tuition or apply the \$10 discounts to siblings.

Artistic Merit Scholarships

The Music School is proud to support many of its most talented students taking individual lessons through talent-based scholarships. Auditions are held annually for exceptional students who are recommended by their teachers and who have taken individual lessons at the Music School for at least the complete semester prior to audition. Students must be available to audition at any time assigned on the audition date.

Scholarship Auditions: May 22, 2010, 9 am-5 pm

Establishing Scholarships

Artistic merit scholarship assistance allows some of our most talented students to realize their musical potential. By supporting scholarships you can play an important role in the musical education of a gifted student, and help further the efforts of those who will create the music we enjoy in the future. To learn more about sponsoring an annual or endowed scholarship, please contact the Development Office at (314) 968-6955.

SCHOOL RECITALS

School recitals are held on a regular basis at the school's main location on the Webster University campus, as well as selected branch locations. Students perform based on teacher recommendation for other students, families and friends in a semi-formal format. Accompanists are provided by the school for School Recitals, but *must be arranged for by the teacher.*

If you are scheduled to perform on a recital, your teacher will review appropriate performance behavior such as taking bows, acknowledging the audience and accompanist, entering and exiting the stage, etc. with you. Recital dress does not need to be formal, but it should be clean, appropriate to the occasion, and allow you to perform without restriction.

2009-2010 SCHOOL RECITAL CALENDAR

All recitals occur at the CMS Center, 535 Garden in Webster Groves, unless otherwise noted.

Saturday, November 21, 2009	2:00 PM, 3:30 PM
Saturday, December 5, 2009	2:00 PM, 3:30 PM, 5:30 PM
Saturday, January 23, 2009	2:00 PM, 3:30 PM, 5:30 PM
Saturday, February 13, 2010	2:00 PM, 3:30 PM
Sunday, March 13, 2010	2:00 PM, 3:30 PM
Sunday, April 11, 2010	4:00 PM Scholarship Recital
Saturday, April 17, 2010	2:00 PM, 3:30 PM
Sunday, April 18, 2010	1:00 PM, 3:30 PM, 5:00 PM
Saturday, May 8, 2010	2:00 PM, 3:30 PM, 5:00 PM
Sunday, May 16, 2010	2:00 PM, 3:30 PM, 5:00 PM

FACULTY RECITAL

Come support your teachers and hear a program of wonderful music!
Saturday, February 27, 2010 3:00 PM CMS Center

STUDIO RECITALS

Many of the Community Music School's faculty members provide a performance program for their individual students. These recitals allow students to hear others playing the same instrument. Teachers will inform students when these recitals are scheduled.

PARKING

Webster Groves—CMS Center

For lessons and performances in CMS Center (535 Garden), you must display the CMS parking permit on your dashboard. This includes parking on flat lots and in the Garden Park Plaza Garage. Please refer to the parking permit for locations and times of availability.

Permits are valid for one semester only. At the end of one semester, please ask your teacher or the front desk for the next term's permit.

Webster Groves--23 Old Orchard

Parking is available in the public lot. No permit is required.

Webster Groves—First United Methodist Church, Bompert & Fairview

Parking is available in the church lot. No permit is required.

Chesterfield--Strauss Center

Students may park in the lot adjacent to the building. Please park only in designated spaces, not in the circle drive area.

University City – Trinity Presbyterian Church

Students may park on the street.

Parking on Community Music School and Webster University grounds is at your own risk.

The Community Music School is accredited by the National Association of Schools of Music and is a certified member of the National Guild of Community Schools of the Arts. The Community Music School receives support from The Regional Arts Commission and the Missouri Arts Council. Funded in part by the Arts and Education Council of Greater Saint Louis.

