Philosophy & Administration
We want to offer each student enrolled in the Community Music Program (CMP) a positive learning experience and the highest quality in musical education. We accept students at all skill levels, and do not discriminate on the basis of age, race, gender, or income level. CMP is coordinated by Emily Andrews (EdgingtonE@missouri.edu, or communitymusic@missouri.edu, FAB 140, 573-882-2605).
Please read the following paragraphs carefully, as you will interface with her during your time as a CMP student.

Student Registration
All CMP students need to register prior to their first lesson. Instructors will not be paid for students who are not registered. Students may register online on our website: music.missouri.edu/cmp/community-music-program.

Scheduling
Scheduling of lessons is arranged directly between the instructor and pupil. Instructors must contact students by phone within a 24-hour period of receiving their contact information. Once the initial lesson is scheduled, the instructor must immediately inform the coordinator of the time and date of that first lesson in writing. In all instances where written confirmation is required, email is acceptable correspondence. Instructors may offer a portion of the first lesson as an introductory meeting, when requested.

Student Guidelines
Students agree to practice a minimum of _____ minutes per day ___ days a week. Consistent, daily practice is much better than cramming the day before a lesson. All students are expected to bring their assigned music books, instrument(s), and related materials to each lesson. Failure to do so may result in a “no lesson” situation, in which case the student may be sent home without refund. The University of Missouri does not provide musical instruments for CMP students (rentals or sale) or practice facilities. Contact the coordinator if you have any questions.

Student Attendance and Refund Policy
To encourage student attendance and provide a stable income for instructors, students are required to pay their tuition in full for lessons on or before the first lesson. Throughout your enrollment in the CMP, students will be in direct contact with their instructor(s) to schedule lessons. If a student needs to change a scheduled lesson day/time, (s)he must give at least a 24-hour notice to the instructor. Lessons cancelled without a 24-hour notice will not be made up, except in the case of a documented family or medical emergency, and CMP will not refund tuition for any such missed lessons. Instructors must notify the coordinator immediately if an attendance problem arises, and students who miss two consecutive lessons without notice may have their enrollment in CMP terminated, without refund. PLEASE NOTE: With the exception of documented family or medical emergency circumstances, we cannot process refunds for CMP tuition, and any lessons not completed by the end of the semester of enrollment will be forfeited.

Instructor Attendance & Etiquette Policy
It is the instructor’s responsibility to attend the assigned private lesson each week. Please note that cancellations or “no shows” on the instructor’s part are in violation of CMP policy, and may constitute termination from the program. Upon the instructor’s first offense he/she will be required to meet with the coordinator to discuss in detail the lapse of responsibility. The second offense may
lead to an immediate termination from the program, or further disciplinary action. If the instructor intends to re-schedule a lesson, he/she must contact the student and/or parent by phone and e-mail at least 24 hours in advance. The instructor is required to make up the lesson that he/she misses by the end of the semester. Any lesson not made up will be deducted from the instructor’s pay on the last pay period of the term. Instructors arriving late to a lesson must still teach the fully allotted lesson time.

**Holidays**

Instructors are asked not to teach during scheduled holidays and breaks between terms. In special cases, make-up lessons may be given on a holiday with prior authorization from the coordinator.

**Recitals**

Room reservations are assigned at the beginning of each term. Your instructor will inform the coordinator of scheduling needs prior to the start of each term. If you have any special event reservation requests while a term is in session, please contact the coordinator. Students are encouraged to perform in the CMP Honors Recital at the end of each Fall and Spring semester, however participation is in no way mandatory or required by the program. Please mark these dates in your calendar.

**Fall 2016 Recital:**
Dress Rehearsal: Saturday, Dec. 10th 9:00AM-12:00PM (Whitmore Hall)
Concert: Saturday, Dec. 10th, 12:30PM, 1:30PM and 2:30PM (Whitmore Hall, green room/reception in FAB 134)

**Spring 2017 Recital:**
Dress Rehearsal: Saturday, May 6th 9:00AM-12:00PM (Whitmore Hall)
Concert: Saturday, May 6th, 12:30PM, 1:30PM, and 2:30PM (Whitmore Hall, green room/reception in FAB 134)

*Please note:* due to high participation in our recitals, we have two slots reserved. The 2:30PM recital is an overflow-only option, and may not be utilized. These dates and times may change during the semester. Details about times and dates for these recitals are made available each term, and will be posted on our website.

**Notice Regarding Community Music Program Student Retention Policy**

CMP is offered as a service to the Mid-Missouri community, and retaining students is required for the program to maintain itself. CMP students agree not to study with their instructors outside of the program (e.g. “on the side” lessons with CMP instructors off-campus) during their time enrolled in the program and for a period of six months after said students end their enrollment in CMP, without expressed written consent from the CMP coordinator.

**Agreement**

The CMP student and/or parent/guardian must read the rules and expectations listed above, sign the form, and return it to their CMP instructor(s) within one week of their first lesson. The instructor will then give the signed form to the coordinator to keep on file.

By signing here, I understand the rules listed above, agree to abide by them and also by the conduct rules and regulations of the University of Missouri.

Student Name (Parent/Guardian if student <18 years): ____________________________
Student Signature (Parent/Guardian if student <18 years): __________________ Date: ______