

**UNIVERSITY OF MISSOURI
COMMUNITY MUSIC PROGRAM
STUDENT INFOSHEET**

Philosophy & Administration

We want to offer each student enrolled in the Community Music Program (CMP) a positive learning experience and the highest quality in music 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 Joanna Griffith (muasmusicoutreach@missouri.edu). Please read the following paragraphs carefully.

Student Registration

All CMP students need to register prior to their first lesson. Students may register online on our website: music.missouri.edu/cmp/community-music-program.

Student Guidelines

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 whether it's online or in-person. **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.

Payment

Payment is due **BEFORE** you receive your first lesson. Students are required to pay their tuition in **full** for lessons before the first lesson unless a payment plan is requested. To request a payment plan, email the coordinator. After submitting your application, you will receive a "Registration Confirmation & Invoice" email within one week that will include your invoice amount, a link to pay online, and the name of your assigned instructor.

Location:

In-person lessons must take place in either in the Fine Arts Building or the Sinquefield Music Center.

FAB (Fine Arts Building) Address: 905 Hitt St, Columbia, MO 65201

SMC (Sinquefield Music Center) Address: 1101 University Ave, Columbia, MO 65211

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 unless a payment plan is requested. 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, they 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 unless arrangements are made with your instructor. If the campus transitions to online only classes at any time and CMP lessons need to be moved online for any reason, refunds will not be offered.***

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 they 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 any lessons that they have missed 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.

Scholarship Information (Requests for scholarships can be made through the CMP application form):

IDEAS: The University of Missouri believes diversity is key to the lasting success of our institution and is at the core of the university's mission. In alignment with this plan, we are pleased to offer the Inclusion, Diversity, Equity and Access Scholarship (IDEAS). Recipients of the IDEA scholarship will receive a full scholarship for 13x30min online lessons with either an undergraduate or graduate instructor. IDEAS is renewable each semester. However, students will need to resubmit a scholarship application.

Partial Scholarships: We will also continue to offer scholarships for anyone that is able to partially pay for lessons. Partial scholarships are available on a **first come, first served basis**.

For detailed information regarding scholarships visit the CMP website:

<https://music.missouri.edu/community-music-program>

If you awarded an IDEAS or partial scholarship you will need to fill out a [scholarship agreement form](#).

Important Links:

[CMP 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.