

RATES

Tuition is charged per semester for private lessons and classes. Tuition may be paid in full at the beginning of the semester or monthly by the 10th of each month. A \$10 late fee will be added to the balance due for payments received after the 10th of the month.

Late Payments

Any student with two or more late payments in a semester, and wants to continue lessons in a future semester, will be required to pay 1/4 of the next semester's tuition one week before the start of the new semester. If there are extenuating circumstances, please contact the school Director to make an alternate plan for payment.

Please note: After two late payments, a scholarship may be revoked or lessons suspended. We will take extenuating circumstances into consideration.

Tuition does not include books or festival, competition, recital, or audition fees.

Trial lessons

A trial lesson may be requested by either the student or the teacher. No additional fee will be charged for the trial lesson; however, if a student decides to enroll, the trial lesson will count as their first lesson for which they will be charged.

Registration fee

A one-time \$20 registration fee is charged for each family. This fee is non-refundable and is not applied towards tuition.

For a complete listing of our current private lesson and class rates, visit the Class Information & Rates section on our website.

HOW TO PAY

CHECKS PAYABLE TO:

Oberlin College

MAIL TO:

77 West College St., Kohl 309
Oberlin, OH 44074

ONLINE PAYMENTS:

<https://payit.nelnet.net/form/Y9qTCjvQ>

FIND US

STAFF:

Louise Zeitlin, *Director*
lzeitlin@oberlin.edu | (440) 775-8531

Jeanne Rosecrans, *Administrative Assistant*
jrosecra@oberlin.edu | (440) 775-8294

MAILING ADDRESS/ADMINISTRATIVE OFFICE:

Oberlin Conservatory Kohl Building
77 West College St., Kohl 309, Oberlin, Ohio 44074
(440) 775-8294 | Fax: (440) 775-6813
community.music@oberlin.edu

Office hours: Monday - Friday 8:30 a.m. to 4:30 p.m.

PRIVATE LESSONS/CLASSES:

Oberlin Community Music School
315 East College St., Oberlin, Ohio 44074
(440) 775-1049

SELECT CLASSES WILL BE HELD AT:

Oberlin Conservatory
77 West College St., Oberlin, Ohio 44074
(440) 775-8200



QUESTIONS?

WWW.OBERLIN.EDU/COMMUSIC
COMMUNITY.MUSIC@OBERLIN.EDU
(440) 775-8294



**Oberlin Community
Music School**
OF OBERLIN CONSERVATORY

2023-2024

STUDIO POLICIES & PROGRAM INFORMATION

OBERLIN CONSERVATORY OF MUSIC - COMMUNITY MUSIC SCHOOL



WWW.OBERLIN.EDU/COMMUSIC

ENROLLMENT

Enrollment for lessons may be done at any time in the semester. Interviews and auditions determine acceptance, placement, and curriculum.

Young children are also accepted pending an initial interview. For children under the age of five, there will be a trial lesson conducted by the teacher prior to the first lesson. Parents will be informed if the teacher feels the student is ready to begin lessons. If the child is not accepted into the program, no registration fee or tuition will be charged. The child may be re-assessed the following year.

Suzuki students and parents are encouraged to observe at least two lessons prior to being accepted into the program. These will be scheduled with the help of the Director and the Suzuki teachers. In addition, the first three weeks of Suzuki lessons will be a Parent Information Class. After the class is completed, regular private lessons and group classes will begin.

LESSON EXPECTATIONS

Once a student has been accepted for study, regular daily practice of 15-30 minutes is expected. As the student advances, practice times will increase.

Please allow adequate time for prompt arrival to your lesson. Time will not be taken from the next lesson to accommodate late arrivals.

Lesson assignments are expected to be completed each week. A good, well-maintained instrument at home is necessary to facilitate learning.

Parents are encouraged to become involved in their child's musical education. Parents should help the student in their practicing at home and may sit in on the lesson at the discretion of the teacher.

ETIQUETTE

Studio Etiquette

- Please enter and leave quietly as other lessons may be taking place around you.
- Please do not bring food or beverages into the studio.
- Please wait quietly before your lesson. The instructor will come to get you when ready.
- Please do not bring siblings or other children to lessons in order to eliminate possible distractions for both the student and the teacher.

- Use of video games is strongly discouraged prior to a lesson. Many students have a difficult time changing gears and then focusing on their lesson.
- Unless an emergency develops, please do not interrupt a lesson.

Lesson Etiquette

- Students must bring all materials to each lesson, which includes assignment books, lesson books, flashcards, and other materials deemed necessary by the teacher.
- Neatness is expected. We request that students avoid showing up for a lesson directly from sporting events.
- Please wash hands both before and after your lesson.

Concert Etiquette

- All students and their families participating in a recital are expected to stay for the duration of the recital.
- Appropriate dress and behavior are expected at all concerts.
- Please arrive promptly and turn off all cell phones.
- Avoid flash photography during the performance.
- Small children are welcome with parental supervision.

ATTENDANCE & MAKE UPS

Out of courtesy, please notify your teacher as soon as possible if you will not be able to attend a lesson.

Technology Challenges: Although we realize that technology challenges are sometimes beyond our control, if the student is having technological issues, the lesson will not be made up. If the issue is on the part of the teacher, the teacher will be required to make up the lesson. We are aware that this can sometimes be a grey area. If students and teachers are not able to come to an agreement, please contact the school Director.

In addition, the following will be true:

- Lessons missed by the instructor will be made up within the semester.
- Lessons missed by the student will not be made up at another time. Teachers will make every effort to give the lesson during the scheduled lesson time via videoconferencing.
- Tuition fees will not be prorated for missed lessons.
- If a student knows she/he is going to miss more than two lessons per semester, the student will need to fill out a leave-of-absence form. Proration of fees due to missing more than one lesson is up to the discretion of the Director and is considered for serious health reasons.

WITHDRAWALS

Private Lesson Withdrawals

- Although it is not encouraged, students wishing to withdraw at any time during the semester may do so given one month's notice. Students will be billed for four lessons beyond the date of withdrawal.

Class Withdrawals

- For classes cancelled due to insufficient enrollment or other unforeseen circumstances, a full refund will be issued. For students withdrawing prior to the second scheduled class date, tuition will be refunded less the pro-rated fee if the student attended the first class. From the date of the second scheduled class, no refunds will be given. Students will be billed accordingly.

DISMISSAL

Students may be dismissed for any of the following:

- Nonpayment or repeated late payments of tuition fees
- Repeated failure to attend/prepare for lessons
- Chronic rescheduling of lessons
- Behavioral or attitude problems

SNOW DAYS

Although Oberlin College rarely closes because of weather conditions, Community Music School teachers may cancel lessons for inclement weather, especially if the Oberlin Public Schools or any nearby public or private schools close. To stay up-to-date on school closings, check the CMS Facebook page. Lessons cancelled by the Community Music School or a teacher due to weather will be rescheduled.

If in doubt whether the school is open, you may always contact the Community Music School office.