



## STUDENT POLICIES

Thank you for your interest in the Market Street Music Conservatory! MSMC is committed to exceptional and accessible musical training, as well as inspiring students of all ages, skill levels, and backgrounds to realize their full potential for lifelong appreciation, enjoyment, and commitment to excellence in music. Not only does MSMC offer excellent music education, it also provides opportunities for performance and enriching cultural experiences.

### **CALENDAR**

The MSMC calendar contains three, 11-week, semesters (September-November, December-February, and March-May) and one 8-week term (June-July). Appropriate breaks for holidays and Spring Break are included.

### **REGISTRATION & ENROLLMENT**

Even though the calendar is divided into four quarters, students are considered enrolled and their time slot reserved for the entire fiscal year unless otherwise determined by MSMC or the Instructor (please see the Dismissals section below).

### **STUDIO POLICY**

Students are expected to arrive for lessons in a timely manner, with all required materials and music. Parents are encouraged to regularly communicate with the Instructor to discuss student progress. Parents are welcome to talk with the teacher during the first five minutes of the student's lesson- but not afterwards, in order to respect the next student's time slot.

### **MUSIC & MATERIALS**

The instructor will provide a list of necessary curriculum and supplies. Instrumental students can visit Byassee Keyboard & Sound in Marion, Baldwin Piano in Herrin, or SheetMusicPlus.com. Art and Vocal instructors will give advice about purchasing class materials as needed.

### **PRACTICE-(Instrumental Students)**

It is important to practice the instrument at home. Consistent practice is the key to success with any instrument. Please consult with your instructor or contact the Office if assistance in obtaining an instrument for home use is needed. Students are enrolled with the understanding that they will practice a minimum of five days each week. Practice recommendations are as follows:

Grades K-2	20 minutes each day	(or 10 minutes twice each day)
Grades 3-5	30 minutes each day	(or 15 minutes twice each day)
Grades 6-8	45 minutes each day	
Grades 9-12	60 minutes each day	

### **GROUP CLASSES- (Instrumental Students)**

Some private lesson instructors incorporate regular group classes to enhance the student's performance as well as to reinforce theory and technique. Election to forego group lessons will not alter the stated tuition rate.

## **RECITALS- (Instrumental Students)**

Recitals are an integral part of the musical education process as the student learns to perform the skills he/she has mastered during the semester on stage in front of an audience. Please plan to not only attend the recital, but to also invite friends and family to celebrate your student's accomplishments and to encourage his/her growth in the art of performance. The Conservatory will offer recital opportunities each quarter. All students are encouraged and expected to participate. Recital fees are included in the tuition.

## **MAKEUP POLICY**

Missed lessons will not be refunded. There are days allotted each semester to make room for makeup lessons. Whenever possible, students are encouraged to exchange lesson times with another student. Exchanges can be made through the instructor or with a swap list, if provided by the instructor. You are responsible for making the exchange, but please notify the instructor at least 24 hours prior to the exchanged lesson. If the instructor is ill or must miss a lesson, you will be notified at least 24 hours in advance to make arrangements to reschedule the lesson. A third option for making up missed lessons is to record and submit the prepared assignment, along with a self-evaluation of the recordings as close to lesson day as possible. The instructor will listen to the recordings and email a detailed evaluation and new assignments in a timely manner. Lessons can also be done using the remote option when necessary. Cancellation due to inclement weather is left to the discretion of the instructor.

## **TUITION**

Tuition covers all weekly lessons, remote learning sessions, group classes, and recitals. This fee also covers expenses incurred for recitals such as facility requirements and accompaniment. Proceeds from tuition are also used for continued education for instructors as well as improvement and expansion of programs offered. Tuition is due on the first day of each month, payable through automatic recurring payments using a debit or credit card. Tuition that is paid in full by the end of the first week of the quarter will be reduced 5%. Failure to pay tuition by due dates may result in the student being dropped from the class. Tuition for private, 30-minute lessons for a 12-week semester will be \$360 (\$120/month). Students interested in extended lessons of 45 or 60 minutes should consult their instructor. Tuition rates for group classes and workshops will vary depending on the respective class. Tuition rates will be prorated for students enrolling after the term has begun. MSMC reserves the right to change tuition rates before the beginning of a new semester. Rate changes will be posted at least one month in advance. There will be a \$30 service fee for returned checks. Tuition fees are non-refundable. A written request for an exception to this policy must be submitted to the MSMC Office for consideration by the MSMC Board of Directors. If financial assistance is needed, please contact the Office for scholarship application information.

## **DISMISSALS**

MSMC reserves the right to dismiss any student for repeated cancellations, no-shows, or tardiness. The decision to dismiss will be at the discretion of the instructor. Students will be treated with respect and courtesy at all times and students are expected to behave the same way. Disrespect or an uncooperative behavior will not be tolerated.

## **COVID-19**

*In order to provide a safe and healthy learning environment for every student, MSMC is encouraging safety guidelines as set forth by the CDC, which includes social distancing and the regular use of hand sanitizer by both instructors and students. MSMC also adheres to stringent cleaning and sanitizing protocols.*

Thank You for Choosing MSMC  
Let Creativity Begin!

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