

THE UNIVERSITY OF ALABAMA - Community Music School

Registration Form 2011-2012 (205) 348-6741 www.music.ua.edu/community-music-school

TO COMPLETE REGISTRATION:

- READ THIS ENTIRE FORM. PERSONS REGISTERING AT THE CMS UNDERSTAND & AGREE TO THE POLICIES AS STATED ON THIS FORM.
- MAIL OR BRING THIS FORM WITH PAYMENT TO THE CMS OFFICE OR REGISTER ONLINE. This enrollment form is for Fall, 2011 or Spring 2012. The summer 2012 form will be available mid-April, 2012. Please call the CMS office if you have any questions regarding the enrollment process.
- Lessons/Classes can not begin until a registration form is completed and payment is received. Fees are for the semester unless otherwise noted. Questions? Call 205-348-6741 or jweigel@music.ua.edu for Dr. Jane Weigel.
- **Office Hours:** 9:00 a.m. - 5:30 p.m. M-F, or by appointment. WE ARE OPEN DURING THE LUNCH HOUR.
- **Calendar & Closure Dates:** The holiday breaks observed by the UA/CMS do not necessarily follow the public school calendar. Fall semester private lessons begin the week of August 15, 2011. Kindermusik(r), classes begin the week of August 22, 2011. Fall Youth Orchestra: strings start August 22, full group August 29 (no class 9/5 or 10/10). Junior Strings begin September 12. Adult Strings Classes begin the week of September 12. UA/CMS closed September 5, November 21 - 25. CMS office will be closed December 22 through January 2. Spring semester private lessons begin the week of January 9, 2012. (UA/CMS closed Monday, January 16.) Kindermusik(r), Foreign Language, Suzuki Group classes, and ensembles begin the week of January 23. UA/CMS will be closed March 12 - 16, 2012 (UA break). The make-up date for MLK, Jr. Day is Monday, May 7. Consult your teacher for Suzuki Group start date.

KINDERMUSIK®:

Due to the popularity of some day/time Kindermusik® classes, we suggest early registration for classes. When listed classes enroll to capacity, additional classes will be scheduled. Classes are designed for a one-adult per enrolled child experience. Fees cover tuition and take-home supplies (CD, book, cards or instrument, etc.). Classes are 35-45 minutes, unless otherwise noted. Teacher: Erin Woods.

Village: Birth - 17 months

Monday 10:15 a.m.
Monday 5:45 p.m.
Tuesday 9:30 a.m.
Tuesday 5:30 p.m.
Wednesday 9:30 a.m.
Wednesday 4:45 p.m.

Our Time: 18 months - 3 years

Monday 9:30 a.m.
Monday 5:00 p.m.
Tuesday 10:15 a.m.
Wednesday 10:15 a.m.
Wednesday 5:30 p.m.

Imagine That!: 3 - 5 Y

Monday 4:15 p.m.
Wednesday 4:00 p.m.

Young Child I: 5 1/2 - 7 years Tuesday 3:30 p.m.

Young Child II: 6 - 7 years Tuesday 4:30 p.m.

PRIVATE LESSON FEES – 16 weeks: Available for music and foreign language. Lessons rates vary according to the experience and education of the teacher. See teacher category descriptions below.

<u>Undergraduate Teachers</u> UT	<u>Graduate Teachers</u> GT	<u>Professional Teachers</u> PT	<u>Suzuki Teachers</u> ST	<u>Artist Teachers</u> AT
30 min. \$275.00	30 min. \$325.00	30 min. \$375.00	30 min. \$395.00	Fees vary by teacher,
45 min. \$345.00	45 min. \$395.00	45 min. \$475.00	45 min. \$505.00	call 348-6741 for quotes
60 min. \$420.00	60 min. \$495.00	60 min. \$605.00	60 min. \$685.00	

All CMS teachers have experience teaching and are currently pursuing or have completed degrees in the area they teach. Teacher categories are as follows:

UT = Undergraduate-Teacher: Carefully selected undergraduate students who are pursuing a degree in the area they teach. All undergraduate-teachers are upperclassmen, have their major professor's approval to teach, and have experience teaching.

GT = Graduate-Teacher: Have completed an undergraduate degree in the area they are teaching. Most are currently pursuing either a masters or doctoral degree at The University of Alabama. All Graduate teachers are experienced teachers.

PT = Professional-Teacher: Have completed graduate work and are highly qualified, experienced professionals. These teachers live in the Tuscaloosa area and often perform professionally (ex. Tuscaloosa Symphony, etc.) in addition to teaching.

AT = Artist-Teacher: UA School of Music faculty members or faculty of area colleges who also teach through the Community Music School are artist-teachers. Availability may be limited with these highly experienced teaching/performing artists.

ST = Suzuki-Teacher: Have completed training in the Suzuki Method and teach a number of group lessons (mandatory) fall and spring semesters in addition to weekly private lessons. Both the lesson and group fees are combined for the Suzuki lesson fees.

PAYMENT OF FEES: Failure to meet financial obligations of any kind to the University could subject the account to suspension of future services; referral of the delinquent account to a collection agency; and the assessment of additional late payment charges, transcript holds, attorney's fees, and other cost and charges necessary for the collection of any amount not paid when due.

Tuition is payable in two ways:

- 1) **Full payment upon registration** (check, cash or credit card). The University of Alabama does not keep credit card information on file. Register by mail, online, or at 171 Moody Music Building. **Checks should be made out to: The University of Alabama.**
- 2) **Deferment - payment plan** (check, cash, or credit card): If choosing deferment you will make the first payment to the CMS office. After registering with the CMS office, you will be mailed a bill by the University of Alabama Office of Student Receivables. Remaining payments go to: The University of Alabama Office of Student Receivables, 105 Student Services Center, Box 870120, Tuscaloosa, AL 35487. Semester balances must be cleared by November 1 (fall) or April 1 (spring). A \$15 fee will be applied if selecting deferment. **Fall & Spring Semesters:** Payment #1 due upon registration to 171 Moody Music Building. **Summer Semester:** No payment plan available. Tuition is payable in full at the time of registration.

POLICIES:

When you enroll at The University of Alabama - Community Music School (CMS), you are committing to the entire semester of classes. The Community Music School is an educational institution with responsibilities to both students and teachers. Our policies are designed to foster serious study of the arts and to enable members to function as artists as well as enthusiastic teachers. The CMS is committed to providing an inclusive, non-threatening learning, teaching and working environment. All CMS employees are required to abide by UA policies, including but not limited to the University's commitment to cultural diversity, and no tolerance policy on harassment. Individuals are encouraged to direct any questions or concerns regarding this or any other aspect of the program to **Dr. Jane Weigel** at 348-6741 OR jweigel@music.ua.edu. Fees are based on a semester of study. You will be obligated for the full semester fee, whether or not you attend the lessons or classes. If selecting payment option #2 the responsible adult registers and makes the first payment to the CMS office but must make subsequent payments at the University of Alabama Office of Student Receivables.

Registration: Students are not considered enrolled until the registration form and payment have been received by the CMS office. Private lessons will not be given until registration is completed and the student's name appears on the teacher's roster.

Refunds: Refunds are granted only in cases of documented medical emergency. Requests for refund must be made directly to the CMS director in writing (Email or hard copy). Informing your teacher does not release you from paying your semester bill or guaranty a refund.

Attendance: Students are expected to attend all lessons. No credit, refunds, and or make-ups are given to students who miss scheduled lessons (including Group Lessons) or classes. If a teacher misses a lesson or must cancel, the teacher is required to offer a make-up lesson. Students who miss the scheduled make-up lesson forfeit the lesson and another will not be scheduled.

Tardiness & Missing Books: Students who are late for a scheduled lesson or forget their lesson books cannot be guaranteed their full lesson length.

Inclement Weather: Only if The University of Alabama closes due to inclement weather, will the CMS also be closed. Closings, cancellation of performances, and early dismissals due to inclement weather will be announced on WUAL (91.5 FM).

Instruments & Materials: Instrument rental and purchases of sheet music and method books are the responsibility of the student. These costs are not reflected in the lesson fees. All questions regarding materials should be directed to the private lesson, class, or ensemble teacher.

Scheduled Holidays & Breaks: The holiday breaks observed by the CMS do not necessarily follow the public school calendar. Please refer to the calendar above for information on when the CMS will be closed.

Parking: Parking for CMS students is restricted to the lot across from the circle drive (next to the marching band field). Patron Parking Permits are required if parking before 5:15 p.m., M-F. Patron Permits may be purchased at the Student Services building and cost \$20 per year. Parking in the circle drive may result in a ticket.

SIGNATURE OF RESPONSIBLE ADULT OR PARENT:

I certify that the information I am providing is correct and that I am 19 years old or older. I understand that the tuition is non-refundable, and that my child's or my enrollment in the CMS is a commitment for the full session. I understand that there are no make-up lessons (unless the teacher misses). I understand that contact information may be shared with UA Parking Services and Office of Student Receivables.

Name of Student: _____ Name of 2nd Student: _____
Instrument: _____ Date of Birth: ____/____/____ Instrument: _____ Date of Birth: ____/____/____
Responsible Party/Parent(s): First: _____ Middle: _____ Last: _____
Address (new students or changes): _____ Zip code: _____
Phone: (new students or changes): (H) _____ (W) _____ (cell) _____
Responsible Party's Date of Birth: _____ Employer: _____
Email: _____

CIRCLE ALL THAT APPLY:

- Private Lessons
- Kindermusik® Village (8 weeks) \$110
- Kindermusik® Our Time (15 weeks) \$215
- Kindermusik® Imagine That! (15 weeks) \$225
- Kindermusik® Young Child I (30 weeks) \$425
- Kindermusik® Young Child II (30 weeks) \$425
- Junior Strings \$85
- Tuscaloosa Youth Orchestra \$125
- Adult Beginning Strings \$175
- Adult Intermediate Strings \$175
- Adult Advanced Strings \$175
- Yoga for Musicians \$65 (8 weeks)
- Foreign Language Class - Spanish or French (private lessons only)

• **If Private Lessons:** Teacher Name: _____ Length: 30 minutes 45 minutes 60 minutes
• **If Kindermusik®:** Kindermusik® Class Time/Day: _____ Second Choice: _____

To attend free music classes check (minimum 8 needed) Music Theory Class Music Appreciation Class
Race (Optional, for grant purposes only) African American Asian Hispanic White Other

Family & Multi-instrument Discount (On Private Lessons only) – Families who register two or more children or have a child registered for multiple lessons during fall or spring semesters receive \$15.00 off each additional child's semester tuition total. Classes and ensembles are not subject to this discount.

SELECT A PAYMENT OPTION:

- Option #1 Payment in full at time of registration - by check, cash, credit card.
- Option #2 Deferment – payment of no less than ¼ at time of registration. First payment is made to CMS office.
See "Payment of Fees" section for additional deferment information.

If paying by credit card, check type of card: Visa Mastercard Discover *Credit card information will be shredded when card has been run.*
Card number _____ Expiration date _____
Cardholder name _____

2011 - 2012

THE UNIVERSITY OF ALABAMA COMMUNITY MUSIC SCHOOL

Music and Foreign Language - Classes and Lessons for all ages!

Register early for best availability!

Mail, Fax, or bring this registration form to our office:

UA - Community Music School

171 Moody Music Bldg., Box 870366

Tuscaloosa, AL, 35487 - 0366

Phone: 205-348-6741 Fax: 205-348-1473

Register & Pay online at www.music.ua.edu/community-music-school



Registration Information
2011-2012

The University of Alabama
Community Music School
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Tuscaloosa, AL 35487-0366
(205) 348-6741

COMMUNITY MUSIC SCHOOL



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