

Policies for Community Music at Tufts
as.tufts.edu/music/musiccenter (click on Community Programs)
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Applications:

The application deadline is two weeks before the start of each semester, but enrollment is on a first come, first served basis. The forms are found on web page.

Payment:

\$25 application fee due each academic year. Tuition payments may be made either:

- 1) payment in full at the time of registration
- 2) half payment at the time of registration, balance due the first week of class each semester.

Charges for overdue payments are as follows:

- 1) A penalty of 10% of the remaining balance will be added for any overdue payments up to week three.
- 2) A penalty of 25% of the remaining balance will be added for any overdue payment after week four.
- 3) Students with an outstanding tuition balance by week four may be dropped from the program

Refund and Withdrawals:

Full refund if a student cannot attend a course, and notifies the director before the first day of class.

Full refund if a student drops a class after the first day of the semester and notifies the director before the second week of classes.

For withdrawals after the first week, refunds are determined as follows:

- 75% refund after 2 classes
- 50% refund after 3 classes
- no refunds after 4 classes

Attendance:

Notify the director and the course instructor if a student will be absent from a class. No tuition credit or make-up is allowed for student absences.

Drop off and pick up of students:

Parents, please bring your students into the Granoff Music Center each day for class. Have a clear understanding with your child that you will be either at the door of the classroom or in the lobby for pick-up. Students must not leave the building unsupervised. Parents are responsible for on-time pick-up of their children. No after class supervision is provided.

Tuition Scholarship Applications:

Financial aid is available for partial tuition remission. In order to apply for assistance, families must submit a copy of the most recent tax return each year. It is our goal to keep Community Music at Tufts affordable.

****If any families would like to contribute to our scholarship fund, please contact Edie Auner****

Attendance Requirements for Scholarship Students:

Community Music students receiving scholarships are expected to attend all classes. Absences without prior notification may result in loss of scholarship assistance. More than three absences in a semester will result in the loss of scholarship assistance.

Music books and Instruments for Community Music Classes

A charge of \$12 per academic year will be added to the tuition bill for students in group piano classes in the piano lab. This allows each student to borrow piano music from the program. In order to avoid additional charges, all music must be returned to the instructor. Any instruments checked out from our program are free of charge, but we request that you use the instruments only at home for practice and for classes at Tufts. Please do not take them to school.

Calendar:

The fall semester runs from September - January and the spring semester from January-May. Community Music follows the public school calendar. There are occasional special Tufts vacation days when we do not hold class as well. Please visit our website for the current calendar.

Concerts and open houses:

The last day of class each semester, music and movement classes will have open house for parents and families. All other classes will participate in one of several concerts in the afternoon. The concerts are in Distler Recital Hall and are free and open to the public.

E-list and Weekly updates:

All families are added to the e-list for Community Music at Tufts. Weekly updates are sent to the list with information about classes, children's concerts, special music department events, vacation days, etc. Please let Edie Auner know if you would prefer to be removed from the list.

Summer Music Program:

Summer Music is offered for two weeks every summer. It is for children ages 7-12. Please visit our web page for more information.

Community Music at Tufts Student Name (please print)

I have read and agree to the Policies of Community Music at Tufts.

Parent or Guardian Signature