

UNIVERSITY of HOUSTON

KATHRINE G. McGOVERN COLLEGE OF THE ARTS

Community Arts Academy

2019-2020 STUDENT POLICIES

1. General Items

Parent/Student Initials _____

- Students are required to own their instruments to ensure adequate practice. Piano students must have a piano or keyboard at home for practice.
- UH practice rooms are reserved for music majors at the Moores School of Music only. Keys to these rooms will not be provided to CAA students.
- Parking guidelines of the University of Houston must be followed at all times. CAA students may inquire at the office about discounted afternoon and weekend parking passes.
- No child should be left unattended at any time at the Moores School of Music. The University of Houston, the Moores School of Music, and the Community Arts Academy cannot accept any responsibility or liability for unattended children.
- Pro-rated lessons are only available to new incoming students within the first 2 weeks of the semester. All other incoming students will be referred to register for the next semester.
- Parents are encouraged to sit in on lessons, but it is requested that they save any questions and comments until after the lesson has ended. Families are welcome to wait in the Moores School lobby.
- Please keep all cell phones on silent during lessons to minimize distraction.
- Students and parents should notify the CAA office through caa@uh.edu with changes of home address, phone number, email address, or call (713) 743-3398 with payment issues or any other concerns they might have.

2. Student Expectations

Parent/Student Initials _____

- Rules of behavior as set forth by CAA teachers are to be adhered to at all times.
- Students must practice consistently in accordance with the wishes of their instructor.
- Attendance
 - Students must arrive at least 10 minutes prior to their assigned lesson time to insure a prompt start; lessons will end on time even if the student arrives late to the lesson.
 - Students are required to notify their teacher 24 hours before their scheduled lesson to ensure access to a make-up class. Make-up classes will be given once a semester to accommodate missed lessons, and will not be available if the instructor has not been given a 24-hour notice.
 - Teachers are required to make up lessons they have cancelled.
 - Teachers are not required to make up lessons missed while a student's account remains unpaid, and students delinquent in paying tuition will have their remaining lessons cancelled.
- CAA instructors reserve the right, with the approval of the Director, to drop a student from their studio for the following reasons:
 - student does not consistently practice or show improvement;
 - a student misses more than two lessons in one semester;
 - student and/or parent exhibits unethical, inappropriate or unprofessional behavior

3. Recital Performances and Policies

Parent/Student Initials _____

- All students are encouraged to perform in the semester recitals.
- Students should wear appropriate recital/formal attire when performing. Jeans, shorts, flip-flops, and tennis shoes are not considered appropriate.
- Recitals will start on-time, so please plan to be seated 15 minutes before each recital.
- Flash photography is permitted only after the performance. Please keep flashes off during the performance.
- As a courtesy to all performers, please remain for the duration of the recital.

4. Tuition Payment

Parent/Student Initials _____

- At least half of the semester's tuition is due by the first published due date, regardless of the actual first day of lessons. No refunds will be given to students who drop after the first day of lessons.
- Payments can be made by personal check, money order, cash (exact change) or credit card (Visa, MC, AmEx, Discover). Checks must be made out to the **University of Houston**. Please write **the student's name on the memo line**.
- Payments should be mailed to:
Community Arts Academy, Moores School of Music, University of Houston, 3333 Cullen Boulevard #120, Houston, TX 77204-4017
We are not responsible for misdirected payments or payments not sent to this exact address.
- Payment options are as follows:
 - Pay tuition in-full by initial semester due date (August/January/June) to avoid any fees.
 - Installment Plan:
 - pay 50% tuition by 1st date (August/January),
 - pay 25% tuition + \$15 Installment Fee by September/February,
 - pay 25% tuition + \$15 Installment Fee by October/March.*Installment plans are not offered during the summer.*
 - A \$30 Late Fee will be assessed to all accounts not paid by published due dates, and a \$30 fee will be charged for all returned checks.
 - All students pay an Annual Registration Fee of \$35, or \$60 for families.
 - Additional lesson materials and parking passes are not included in the cost of tuition.
- Students with remaining unpaid tuition will not be allowed to perform on recitals.
- Tuition will not be refunded to any student that is dropped or cancels their lessons.

I have read and understand the policies of the Community Arts Academy. I will abide by these policies and instruct my child/children to do the same.

Student Name (please print legibly)

Parent/Guardian Name (if student is a minor)

Student or Parent/Guardian Signature

Date

Email address for notifications and reminders

Phone Number

Name(s) of Instructor(s)

**Please return this signed form to CAA Office via the Moores School of Music Main Office - Room 120
Or email a signed form (pdf or scanned image) to: caa@central.uh.edu**