



# GENERAL POLICIES AND INFORMATION FOR THE UMC PROGRAM 2018-2019

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## 1. Student Registration:

- a) The UMC school year is divided into three 15 week semesters. Students must re-enroll at the beginning of each semester for classes and workshops (if applicable). Your current private lessons will continue unless we are otherwise notified.
- b) All students must update their contact information with the Admissions Director each fall enrollment.
- c) Students must register for Classes/Workshops during the enrollment period before each semester and must be registered by the second week of the semester to gain admittance to classes and workshops.
- d) If enrollment does not take place before the second week of the new semester, the student will be able to enroll in private lessons, but will not be able to participate in classes / workshops until the following semester.

## 2. Tuition and Payments

Our billing is based on four monthly installments of the student's semester total. Students will owe their monthly installment on the 1<sup>st</sup> of each month as long as they are enrolled at the Collective. Tuition can also be paid in full for the semester or broken into two payments.

- a) The first payment of a semester is due during enrollment week. All other payments are due on the 1<sup>st</sup> of the month. If payment is not received by the 5<sup>th</sup> of the month a \$15.00 late fee will be added to the amount owed. If payment is not received by the 20<sup>th</sup> of the month another \$15.00 fee will be charged and lessons will be frozen until balance is brought up to current. You will be charged even if the student does not receive the lesson. If payment has not been made by the 1<sup>st</sup> of the following month lessons will be terminated and amount owed will be turned over to the District Magistrate.
- b) Acceptable methods of payment are cash or check (made payable to the Uptown Music Collective) or credit/debit card.
- c) Each month's payment can be mailed to:  
*The Uptown Music Collective*  
*144 West Third Street*  
*Suite 201*  
*Williamsport, PA 17701*
- d) Checks or cash may also be placed in the drop box on the front desk.
- e) Payment should not be given directly to teachers for any reason.
- f) If a problem should arise either with your bill or your ability to pay, please contact the Admissions Director as soon as possible to clear up any problems or make payment arrangements.

## 3. Refunds/Withdrawals:

- a) All tuition payments are non-refundable. Credit will be given where necessary according to our payment guidelines.
- b) If a student wishes to withdraw from private lessons they should notify both the teacher and the Admissions Director before the end of their last month.
- c) If a student wishes to withdraw from a class or workshop both the teacher and the Admissions Director should be notified.
- d) Payment should not be adjusted by the student/parent unless they have contacted the Admissions Director and discussed any payment issues.

**4. Registration Fee:** A \$35 non-refundable registration fee paid one time each school year (September-August). The fee is attached to the first month's tuition installment. The registration fee is used to help offset the Collectives' administration costs.

**5. Sibling/Multi Lesson Discount:** Two or more members of the same family enrolling in the UMC Program will be eligible to receive discounts on tuition and registration fees.



6. **Substitute Teachers:** At times it may be necessary for a teacher to be absent and a substitute teacher to cover a student's lesson, class or workshop.
7. **Make Up Lessons/ Absences:**
  - a) Each student's private lesson tuition reserves a time slot on the teachers schedule each week. If the student needs to miss a lesson and wishes to receive a make-up lesson, they must give at least 24 hours' notice to be eligible for a make-up. If the student does not give notice of an absence, the student is charged for the lesson and no make-up is required by the instructor.
  - b) In the case of a teacher absence where a substitute teacher is not available, a make-up lesson will be provided or credit given.
8. **Inclement Weather** - The Uptown Music Collective is aware that there will be occasions when teachers and staff will experience difficulty getting to work due to inclement weather. With this in mind students/parents are directed to tune into local radio and T.V. stations that announce closings. In the event that the Williamsport Area School District is closed or has an early dismissal, teachers will not have lessons, classes, workshops or rehearsals and staff is not required to report to work. However, teachers will be required to make up lessons. On days when the School District is not in session it is up to the discretion of the individual teacher when to cancel lessons, classes, workshops and rehearsals. In the event of a cancellation, teachers will be expected to contact their students in a timely manner.
 

**In the Instance of Inclement Weather:**

  - a) If you are questions whether or not the Collective will be open, please tune into the local radio and T.V. stations to see if Williamsport Area School District is closing. If WASD is closed or has an early dismissal, the Collective will be closed. This means no lessons, classes, workshops or rehearsals unless you are otherwise contacted.
  - b) Please also feel free to check the Uptown Music Collective website, Facebook page, Twitter, Instagram and your email for confirmations about the school being closed due to inclement conditions.
9. **Placement:**
  - a) Each private lesson student will be placed with an appropriate teacher according to their interests and current ability. An evaluation, upon request, can be done during the enrollment process.
  - b) Each student's starting level for music theory will be determined by the results of a music theory placement test unless they are an absolute beginner
  - c) Placement in performance workshops and classes on subjects other than music theory will be determined by the student's level or audition.
10. **Frequent Absences:** The school reserves the right to discontinue lessons of any student due to frequent absence (more than 2 consecutive lessons), frequent tardiness, behavioral problems, delinquency in payment of fees, or failure to abide by policy.
11. **Communication:** It is the responsibility of the parent and/or student to notify the Uptown Music Collective staff when problems arise, whether financial, instructional, or personal. Every effort will be made to respond to individual need and all requests will be kept confidential. **The Collective does the majority of its communication via email and Facebook. Please make sure you check your email often and "friend" the Collective's profile on Facebook.**
12. **Scholarships:** We are committed to providing education to all students of music regardless of their economic status. The Uptown Music Collective awards a limited number of scholarships based both on desire and on need. When these scholarships are available all students will be informed via email.
13. **Non Discrimination:** The Uptown Music Collective does not discriminate on the basis of race, color, nationality, sex, ethnic origin or religious beliefs in its admission, financial aid or other education policies.
14. **Drugs and Alcohol:** The Uptown Music Collective has a zero tolerance drug and alcohol policy for its students, staff and teachers. This policy includes: inside the school, on the school grounds and also extends to any official UMC event, at any location. For the Uptown Music Collective's full Drug and Alcohol Policy review our website at the "Enroll Now" section.



- 15. Off Campus Privilege:** Students who attend the Uptown Music Collective are the responsibility of the organization while they are in our facility and at UMC events. If students wish to leave the grounds of the UMC, for any reason, they must have the approval of their parent or guardian. The UMC cannot restrain students from leaving the facility or grounds. The UMC does not assume responsibility, for where students go or what they do, if they decide to leave the grounds of the organization. It is the responsibility of the student's parent or guardian to discuss where their child is and is not allowed to go when they are dropped off at the Uptown Music Collective.
- 16. Student Drop Off/Pick Up:** It is the responsibility of the parent or guardian to determine who will be dropping off and picking up their child. The Uptown Music Collective does require that any student under the age of 13 be picked up by a parent or guardian, in the school, instead of being allowed to walk to their parent or guardian's car. This is a safety precaution so that the teachers and staff know that the child was picked up safely. It is also requested that students are picked up in a timely fashion.
- 17. Student Transportation:** All students upon enrolling in the Uptown Music Collective must fill out a Transportation Form. This form will detail which forms of transportation to and from official UMC events are approved by their parents. This form must also be signed by a parent or guardian and will be kept on file.
  - a) Uptown Music Collective students under the age of 16 are required to ride to and from UMC events in the UMC van, with a UMC staff member/teacher or with their parents. This is not negotiable.
  - b) If a student is above the age of 16 and wishes to drive or ride with another UMC student who is a legal licensed driver, this must be noted and approved by the student's parents on the UMC Transportation Form.
- 18. Weapons:** The Uptown Music Collective has a zero tolerance weapons policy for its students, staff and teachers. This policy includes: inside the school, on the school grounds and also extends to any official UMC event, at any location. For the Uptown Music Collective's full Weapons Policy review our website at the "Enroll Now" section.
- 19. Student Showcases:** It is the policy of the Uptown Music Collective to provide three Showcase opportunities each year, one per semester. These performances are free to all enrolled students, when ready, and with their teacher's approval. All students are encouraged to participate. The dates and times of the recitals are set a year in advance and are not flexible. Due to the fact that these are free events, and not part of the student's tuition, in the case of the need to reschedule one of these events due to an act of god or man, the Uptown Music Collective will make a good faith effort, but is not required to provide a makeup date.
- 20. Performance Program:** It is the policy of the Uptown Music Collective to maintain several high level performance groups, the Special Performance Groups, and the Community Performance Groups, which act as the performance "face" of the Uptown Music Collective. Students participation in these groups is through audition only and while we would like all of our students to take part, participation in these high level groups is a privilege not a right.
- 21. Parent's Volunteering Committee:** It is the policy of the Uptown Music Collective to maintain a committee of parent volunteers to help organize volunteers to assist with events throughout the school year. The committee is known as the Collective Organization of Parents or C.O.P.S. If any parent is interested in volunteering, please speak with a member of the Collective's staff.
- 22. Clearances for Volunteers:** It is the policy of the Uptown Music Collective that any person over the age of 18 who wishes to volunteer in a capacity that brings them into regular contact with the organizations students must have the proper clearances as mandated by the Pennsylvania Department of Human Services. These clearances include a criminal history check from the Pennsylvania State Police and a Child Abuse History certification from the Department of Human Services. An FBI fingerprint criminal history check is only required if the volunteer has lived outside of the Commonwealth of Pennsylvania for any length of time over the last ten years.



I have read, understand, and agree to abide by the policies and procedures of the Uptown Music Collective.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature (If student is under 18 years old) \_\_\_\_\_

Date \_\_\_\_\_

