



# GENERAL POLICIES AND INFORMATION FOR THE ADULT MUSIC PROGRAM 2020-2021

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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 for new students is due at the time of the first lesson, class or workshop. All other payments are due on the 1<sup>st</sup> of the month. If payment is not received by the 8<sup>th</sup> of the month a reminder/warning will be issued. If payment is not received by the 15<sup>th</sup> of the month a \$15.00 fee will be added to your bill. 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) The preferred method of payment is a check (made payable to the Uptown Music Collective). Other acceptable methods of payment are cash (UMC does not keep change on hand, any amount paid over the amount owed will be applied to the next month's installment) or credit/debit card.
- c) Each month's payment can be mailed to:  
*The Uptown Music Collective*  
*PO Box 1224*  
*Williamsport, PA 17703*
- d) Checks or cash may also be placed in the drop box on the front desk. **Please make sure that your name is somewhere on the check or on the envelope of cash.**
- 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 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. Multi Lesson Discount:** Taking lessons on two different instruments or two or more members of the same family enrolling in the UMC 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 you 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.
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 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. **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.
13. **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.
14. **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.



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

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

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

Date \_\_\_\_\_





A 501(c)(3) Nonprofit School of Music 144 West Third St. Suite 201, Williamsport, PA 17701 (570) 329-0888

**UPTOWN MUSIC COLLECTIVE  
PERMISSION AND RELEASE OF LIABILITY FORM  
FOR PROGRAM PARTICIPATION**

I, \_\_\_\_\_, am a student at the Uptown Music Collective.  
(Printed Student Name)

I hereby give my permission for myself to participate in the Uptown Music Collective's Adult Music Program. I understand that although I will be supervised by the Uptown Music Collective staff and teachers, I do assume the risk of my participation in the program.

I acknowledge that I will not seek to have the Uptown Music Collective held liable in the event that any accident, injury, loss of property or any other circumstance or incident occurs during or as a result of my participation in the program.

This release of liability includes accident, injury, loss, or damages to myself, as well as, to other individuals or property which may result from my participation in the program. I hereby release and agree to hold harmless the Uptown Music Collective, its officials, agents, and employees, from any claims arising out of my participation in the school, its programs and its events.

In addition, I have ample insurance coverage through a policy which will take care of any medical care needed.

I have read and understand and accept all of the statements recited above and accept full responsibility as described.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



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## AMP PROGRAM- PHOTO RELEASE FORM

I, \_\_\_\_\_, hereby consent to the use of  
(Printed Student Name)

photographs/video/livestream taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentations or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use or for damages.

- Yes, I give consent for the Uptown Music Collective to use photographs/video of myself for publicity, promotional and/or educational purposes.
- No, I do not authorize the Uptown Music Collective to use photographs/video of myself for publicity, promotional and/or educational purposes.

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**Student Signature**

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**Date**