



## Handbook

### **Mission**

The mission of the SWOSU Music Academy is to provide music education and performance opportunities to area youth and adults of all ages, abilities, and backgrounds and to foster their continued growth, appreciation, and enjoyment of music.

Lessons and classes will take place at the SWOSU Department of Music, located in the Fine Arts Center and Berrong Music Hall. Parking is available in the lot next to Fine Arts or in front of the BMH building. Online lessons or a hybrid approach is also available upon request.

### **Conduct**

The SWOSU Music Academy promotes a safe teaching and learning environment for all students and faculty and asks that all members of our community show respect for their fellow Music Academy students, teachers and staff, as well as facilities and equipment. Music Academy participants are subject to SWOSU policies, including policies related to drugs, alcohol, and weapons. Students must arrive on time for rehearsals, classes, and/or lessons and be picked up promptly at their conclusion. The Music Academy is not responsible for the supervision of children outside of regular rehearsal or lesson time. Parents are welcomed and encouraged to attend lessons, classes, and rehearsals. For parents of students age 10 or younger, we encourage you to attend all lessons and closely monitor daily practice at home.

### **Communication**

Email will serve as the primary form of communication for all topics related to the Music Academy and families are responsible for checking their email for important announcements and updates. General inquires can be directed to [Chrisalyne.Hagood@swosu.edu](mailto:Chrisalyne.Hagood@swosu.edu).

### **Absence & Make-up Policies**

Students are charged for all lessons or classes for which they register, including those missed due to student absence. It's important that students attend all lessons at the assigned times. Faculty set aside a specific time for each student and that time is reserved for you. Cell phone numbers and email addresses will be exchanged at your first lesson.

1. Any lesson missed by the teacher will be made up or a substitute teacher will be arranged. If the teacher must reschedule a lesson, the student should be notified 24 hours in advance. The missed lesson may be made up in several ways:

- (1) adding additional time to future lessons (i.e. adding 15 min. to the next two lessons)
- (2) scheduling an hour-long lesson on a future date, or
- (3) rescheduling the lesson for another day and time

If a group class is cancelled and a substitute cannot be located, an additional class will be added to the week following the end of the term. If this isn't possible, tuition will be prorated.

2. If the student must miss a lesson, the teacher should be contacted at least 24 hours before the scheduled lesson. With 24 hours advance notice given, the teacher can reschedule **2 lessons** for an excused absence by the student per semester. Without at least a full day's notice, for any reason, the student will forfeit the lesson. Only illness or family emergencies will be considered excused absences. Other conflicts, such as birthday parties, family vacations, etc., are not considered excused absences and will not be made up. The make up lessons for excused absences will be rescheduled at the convenience of the instructor via one of the three approaches outlined above. An excused absence not made up within two weeks of the end of the current semester will be forfeited. All lessons purchased for a given semester must be used in that semester. If the make-up lesson is cancelled by the student, the lesson shall be considered made up. **Unexcused absences will not be made up.**

3. Students are expected to be on time for their lessons. Teachers are expected to wait 10 minutes for a student who might be late. If the student arrives **LESS** than 10 minutes late, they will receive a lesson for the remainder of their time slot (the lesson will still end on time). If a student does not arrive within 10 minutes of the designated lesson time, the teacher is not expected to wait any longer and the lesson will be considered a "no-show" and will not be made up.

### **Lesson Payment**

Tuition may be paid in full for the semester, but students may opt to purchase the 5-week starter lesson package in order to pay in two parts. Payment is due prior to the start of the term and may be paid via the SWOSU Marketplace:  
<https://bit.ly/swosucamppayment>



### **Scholarships**

Scholarships are not available at this time. If you would like to donate to the SWOSU Music Academy Scholarship Fund, please visit: [www.givetoswosumusic.com](http://www.givetoswosumusic.com) and note your intention to give to the Music Academy in the comments. We hope to offer partial tuition scholarships for students with financial need on a first come, first serve basis.

### **Withdrawals & Refunds**

All withdrawal requests and refunds must be submitted in writing/email to the SWOSU Music Academy office. Please email [kathleen.jung@swosu.edu](mailto:kathleen.jung@swosu.edu) and [Chrisalyne.Hagood@swosu.edu](mailto:Chrisalyne.Hagood@swosu.edu) prior to the start of the term. A verbal notification to your teacher does not constitute an official withdrawal from lessons. A 100% refund will be granted for withdrawal requests made prior to the enrollment deadline for the term. Note that if group classes are cancelled due to under enrollment, students will be offered a full refund or the opportunity to enroll in applied lessons and/or group lessons (at the advertised rate) instead. **No refunds will be issued once the term begins.** Exceptions to this policy will be made only for emergencies and at the discretion of the director. Note that students may not take lessons from SWOSU Music Academy faculty after withdrawing from the program as faculty sign a non-solicitation agreement – please do not place our teachers in this uncomfortable position.

### **Emergency Closures**

If SWOSU closes due to weather or any other emergency, Music Academy lessons and classes will be held online. If technical issues prevent remote study, then lessons will be made up at a

later date. Classes cancelled due to emergency closures will not be made up by the teacher. Every effort will be made to notify students as soon as possible of the cancellation. If you are unsure whether classes have been cancelled, please contact your teacher directly, check the SWOSU homepage, or call the music office.

### **Student Discipline**

SMA teachers reserve the right to discontinue or terminate lessons for student disciplinary reasons. All students are expected to behave with the highest respect to the Department of Music facilities, teachers, and students. SMA teachers reserve the right to immediately end any lesson due to disciplinary problems of any student. Disciplinary infractions of any kind will be referred first to the parents, and, if continuing, to the Music Academy director; disciplinary action may involve termination from the program.

### **Recitals**

The SWOSU Music Academy sponsors end-of-semester recitals twice a year. Students have the opportunity to prepare and perform on these recitals as a celebration of their accomplishments during the year. Students are invited, but not required, to perform at the discretion of their assigned teacher.

### **Lesson Renewals**

While the SWOSU Music Academy endeavors to create positive growth by maintaining student/teacher relationships throughout a student's study, periodic teacher reassignments may occur due to graduation or relocation of teachers. Continuing students receive first priority in re-enrollment and teacher assignments.

### **Publicity**

Please be aware that the SWOSU Music Academy takes photos of performances, rehearsals, and events for promotional purposes. As such, Music Academy faculty and students may be photographed during events with images and these photos may appear on the website and/or social media. Student anonymity will be protected and no compensation will be provided for photos. Your completion of the Music Academy program registration form indicates your understanding of, and agreement to, this photo policy.