

Oakland University
Department of Music, Theatre and Dance
Music Preparatory Division

Statement of Policy

- (1) Each semester's tuition is for **thirteen weeks**. Drops cannot occur within that time and tuition cannot be refunded. Payment in full is due at the time of registration.
- (2) **Make-up Policy:** Make-up lessons will be given only for lessons missed due to illness or family emergency. Lessons missed because of parties, vacations, sports events or other social activities will not be made up. Due to limited studio space and schedule openings, we must have a strict policy concerning make-up lessons. Make-ups will only be given if we received notification of the absence by at least 12:00 noon of the absence day. A maximum of two excused absences per semester will be considered for make-up arrangements.
- (3) **Inclement Weather Policy:** We must follow the university's policy concerning cancellations due to bad weather. If Oakland University or facilities used for lessons and classes are closed, the Music Preparatory Division must cancel all classes and lessons. Make-ups will *not* be given.
- (4) **Student Progress:** All students are expected to practice on their own between weekly lessons and classes. Musical learning and growth will be best supported by careful and consistent practice sessions, with parental encouragement (when applicable). Students enjoy learning more and are more motivated to practice when they realize how much they are able to accomplish. Specific practicing techniques and assignments should be discussed with the students' teacher(s).
- (5) **Termination of Lessons:** Lessons can be terminated in response to students' insufficient preparation, excessive absences, or failure to make payments according to the registration agreement.
- (6) Parents are encouraged to remain on campus during their student's lessons.
- (7) **Photograph/Video Authorization and Release:** Registration and payment authorize photographs/video taken by Oakland University to be reproduced for the purpose(s) of editorial, illustration, advertising, trade, or any other publication of Oakland University, including the Music Preparatory Division Facebook page; and hereby release and discharge Oakland University, its employees, officers, representatives or agents, from any and all suits, causes of action, claims, photograph/video for the above stated purposes. Oakland University will provide, upon request, a copy of the published article with photograph at no cost or a copy of the video or any portion of the video which is reproduced upon payment for any copying costs.
- (8) By sending your registration and payment, you are agreeing to abide by the policies of the Oakland University Music Preparatory Division. (If you choose not to agree to policy 7, please provide a written request to the Music Preparatory Division.)

Thank you for your participation in the Oakland University Music Preparatory Division. We highly value our students and hope that your experiences with us are good ones!