CONTACT INFORMATION
melton@siu.edu

LOCATION
Lessons are held at the SIUC School of Music, Tri-C Elementary, and Herrin Elementary, Giant City School, Carbondale New School, Trinity Christian and Unity Christian School

REGISTRATION FEE
All students are assessed a yearly $15 fee. This fee is charged to a new student’s first pay period.

SCHEDULE
Private Lessons: Instruction is based on a 32-week school year running from August 24 through May 7th 2016.
Group Lessons: A variety of various classes run throughout the year.
Vacation Dates: There will be no classes on the following dates:
November 23th-27th (Thanksgiving Break)
December 21nd-January 10th (Winter Break)
March 14th-19th (Spring Break)
Recital Dates: Fall recital dates: Oct. 26; Dec. 6th. Spring recital dates: March 26; May 7th. Recitals are held at OBF on the SIUC campus.
Summer session is available.

TUITION
-Please make tuition checks out to SIU.
-Please fill out and include monthly tuition slip when mailing monthly checks.

Tuition Option One: Tuition may be paid in full (at a reduced rate) at the beginning of the school year or the start of instruction.
Tuition Option Two: Tuition may be paid in eight (8) averaged, equal monthly installments of the yearly tuition. Installments are due on the first (1st) of the month. The averaged payment is due each of the eight months regardless of the number of classes in any particular month. Monthly payments are assessed an additional administrative fee per month, per class. Monthly tuition forms, provided by the private teacher, need to accompany all payments.

- Payments: Please MAIL payments, made out to SIU to:
Paula Melton
School of Music
1000 S. Normal Ave.
Carbondale, IL 62901-4302

It is against SIUC policy for university faculty to be paid tuition personally for teaching.

LATE FEES / RETURNED CHECK FEES
Tuition must be paid between the 1st and 15th of the month. Tuition paid after the 15th is automatically assessed a $15.00 late fee. Late tuition must be turned in or postmarked between the 16th and the last day of the month. Past due tuition not received by the end of the month, will result in the lesson time being given to a student on the waiting list. A $30.00 charge will be automatically assessed for any check returned by the bank for any reason.

MUSICAL/FINE ARTS COMMITMENT
SIU School of Music Community Outreach offers comprehensive fine arts programs. Private students are accepted into the program for the entire year. Group students are accepted for the entire length of the term. Individual mid-year “music vacations” are not acceptable.

TUITION REFUNDS/ MAKE-UP LESSONS
Tuition is non-refundable. Students who miss lessons due to illness, vacation, or school trips, may be made up (when the teacher is notified in advance) by attending an extra group lesson. Individual make-up lessons are not given. Please discuss with your teacher, in advance, which extra group class would be most beneficial for your child to attend.

LESSON TRADING
Students who have a private lesson conflict due to illness, vacation, organized sports, school trips, etc. may switch lesson times with other students to accommodate the conflict (students will receive a schedule at the beginning of each semester). Parents are responsible for contacting the parent of the student regarding the lesson they wish to trade, and notifying the teacher. If trading a lesson, be sure to do so with someone of the same lesson length.

PARENT ORIENTATION / WAITING LIST
Parents and students on the waiting list are encouraged to observe classes/lessons for several weeks or more before beginning lessons. There is no fee for the observation sessions. Contact the instructor(s) for more information.
PARKING
Please use one of the several parking lots surrounding Altgeld Hall or school facilities. Students taking lessons on campus before 4:00 PM, and do not have an SIU parking permit, may use metered parking spaces for $.25. Parking on campus is free after 4:00 P.M.

LESSON ARRIVAL TIME
Private and group lessons begin promptly. Please arrive five minutes early to allow time to wash hands, use the bathroom, rosin bows (string students) etc.

HOLIDAYS / SNOW DAYS
For the most part, SIU Community Arts Outreach programs coincide with the public school calendar. When local public schools declare a snow day, we will do the same. Snow days will be made up by the teacher. Holidays are already accounted for in the calendar.

GROUP LESSON and CONCERT ETIQUETTE
-Lessons, ensembles, and concerts begin promptly. Being punctual is an important part of professional music etiquette. Students who arrive late disturb the pace of the rehearsal and the focus of the students. Thank you for helping our students prepare for the “real world” by being punctual.
-If you arrive late for a concert, or need to leave in an emergency, please be courteous to the performer. **Wait for the performance to end. When applause begins, quickly enter or exit the concert hall.** All students are expected to remain for the entire concert.
-Open rehearsals - Group lessons and ensemble rehearsals are open to parents and friends when space permits. **However, any talking, noise, or walking in the audience distracts the students and disturbs the rehearsal.** Please feel free to talk and visit in the halls. Thank you for helping us concentrates during rehearsals.
-Other lessons and classes are in session during lesson times. Thank you for using quiet voices and walking while in the buildings.

POLICY EXCEPTIONS
Making policy exceptions for some families and not all families adversely affects the morale of all students, parents, and teachers. For the stability and the well-being of the entire program, thank you for understanding that SIU Community Arts Outreach cannot make individual exceptions to any policies.

NON-SECTARIAN POLICY
SIU School of Music Community Outreach performs high quality music literature, some of it sacred music. Some concerts are held in churches due to their concert acoustics. SIU Community Arts Outreach does not promote specific religious beliefs.

 Chang ing Teachers
All requests to change teachers must be initiated by the student’s current private teacher.

NON-MUSICAL PARENT RESPONSIBILITIES
- Supervising the children during concerts.
- Helping organize receptions (refreshments, flowers etc.)
- Videotaping and photographing students’ performances.

PARENT’S RESPONSIBILITIES
- Parents make sure students attend all lessons, group classes and concerts.
- Parents quietly observe lessons and take notes.
- Parents supervise daily practicing and listening to Suzuki recordings.
- Parents are expected to purchase all required materials and bring them to every lesson.
- Parents are responsible for smiling frequently and clapping with enthusiasm!

CONCERT DRESS
Students should keep in mind that recitals are “special occasions”, and are expected to dress appropriately. We would like our appearance to be as polished and professional as our playing. Please ask your teacher for guidelines on appropriate performance attire.

PHOTOS
Photos of your child may be used for program promotion. NO NAMES ARE PRINTED. Please CONTACT US if you DO NOT want photos of your child published.

EATING/DRINKING
No eating in studios. Please drink only water in the buildings.