

PRIVEATE MUSIC



TERMS OF AGREEMENT for STUDENTS ENROLLED IN MUS 111 - 312 PRIVATE MUSIC INSTRUCTION

PRIVATE MUSIC INSTRUCTION TERMS OF AGREEMENT

I. GENERAL INFORMATION

In order to apply to earn academic credit for private instruction, students must complete a Directed Study Request Form at the Center for Alternative Studies and Educational Testing (CAS). The student and instructor

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The Student is allowed one (1) excused absence during the semester. An excused absence requires that the student notify the instructor directly by telephone in advance. All other lessons must be made up at the student's course responsibility. Contact should be made at the designated instructor's telephone.

IV. PAYMENT AND REFUND POLICY

A. OVERVIEW

Payment for enrollment in Private Instruction for credit is handled in the same manner as payment for course credits. When the student is registered for a course, the student is billed by Student Accounts for tuition and fees in accordance with the college schedule. Withdrawal and refund policies for North Shore Community College apply. North Shore Community College is not obligated to provide refunds based on student's lack of attendance, non-official withdrawal or official withdrawal after established deadlines.

In addition to course registration costs, an Applied Music Fee of \$150.00 per course is paid to the instructor. Payment is due at the first class. Money order only.

B. FINANCIAL AID

Provided that enrollment deadlines are met, an Approved Study for Private Music Instruction may be included as part of a financial aid award. Financial aid does not, however, cover the Applied Music Fee.

Students are responsible for meeting all of the requirements for financial aid and should confer with the appropriate Financial Aid counselor about details.

V. CONTACT INFORMATION

<u>Piano Instructor</u>	Aaron Keebaugh	352-256-2055	akeebaug01@northshore.edu
<u>CAS Lynn /Coordinator</u>	Danielle Vizena	978-739-5513	dvizena@northshore.edu
<u>CAS/Danvers</u>	Justine Morse	978-739-5428	jmorse@northshore.edu
<u>Interim Dean of Liberal Studies</u>	Andrea Defusco-Sullivan	978-762-4000x 2160	adefusco@northshore.edu
<u>Chair/ Cultural Arts</u>	James Robinson	9787624000x 5437	jrobinso01@northshore.edu

Students are responsible for making contact with the instructor if they are unable to attend a class. If the instructor is unavailable, the staff of CAS will receive and convey messages about absences. In the event the instructor needs to cancel an appointment and cannot reach the student, CAS staff will post a note on the classroom door. It is the responsibility of the instructor and student to check the Danvers CAS office for messages prior to the beginning of lessons, particularly when there is a change in the lesson schedule or room.

VI.

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CAS on either campus LS215 or DB213



PRIVATE MUSIC INSTRUCTION

STUDENT PAYMENT AGREEMENT MUS 111 - 312

1. I have read all statements pertaining to academic credit for private music instruction.
2. I understand that course instruction and associated fees are subject to all North Shore Community College academic policies and procedures.
3. I agree to pay all fees and tuition charges payable to North Shore Community College.
4. I understand that the Applied Music Fee of \$150* is to the instructor at the first music instruction class.
5. I understand that the Applied Music Fee is not Financial Aid eligible.

Payment may be hand delivered at the initial meeting between the student and instructor.
Money Order only, please make payable to Aaron Keebaugh

**This is a special fee. The Center for Alternative Studies and Educational Testing and North Shore Community College play no role in the collection of this fee.*

Student Signature Date

CAS Coordinator Date

Instructor Signature Date