

# Laurens County Academy of Music at Presbyterian College

## Information and Policies

### OVERVIEW

#### **Mission Statement:**

The mission of the Laurens County Academy of Music at Presbyterian College is to provide exceptional music instruction to interested participants from the Laurens County community and beyond. The LCAM accepts children and adults from beginner to advanced ability levels. Through weekly lessons, student recitals, and immersion within a vibrant liberal arts college atmosphere, the Laurens County Academy of Music nurtures musical growth in an encouraging and professional manner.

#### **Faculty:**

Many of the LCAM faculty are also members of the Presbyterian College faculty. With the exception of Student-Instructors, all LCAM faculty possess at least a Master's degree in music or significant performing/teaching experience. Student-Instructors are undergraduate music majors at PC who have met certain Department of Visual and Performing Arts requirements and have been approved by the LCAM Director and the Department Chair to teach in the LCAM. See our webpage for a list of faculty members.

<http://www.presby.edu/music/academy>

#### **Private lessons offered:**

Currently, the LCAM offers private lessons for: piano, strings, voice, woodwinds, brass, bagpipes, and guitar.

#### **Calendar:**

LCAM operates on a semester basis. Thirteen weekly lessons are offered in both the Fall and Spring terms, coinciding with the Presbyterian College academic calendar dates. Lessons are available in lengths of 30 minutes, 45 minutes, and 1 hour.

### REGISTRATION

A registration form must be completed and returned to the LCAM Director for each term a student wishes to take lessons. Once a registration form and payment are received, a LCAM faculty member will contact the student to arrange a lesson time and location. To ensure sufficient time to complete 13 weeks of lessons, registration forms should be returned by the deadline listed at the top of the registration form. There may be limited teacher availability for registrations received after the due date.

Registration forms are available on the PC website: <http://www.presby.edu/music/academy> and are also posted on both LCAM and PC Facebook pages. Hard copies will be mailed to a home address upon request. For hard copies, contact the LCAM director.

### TUITION

#### **Current tuition rates per term are as follows:**

13 half-hour lessons:	\$275..... paid in full by registration deadline	\$286..... paid in 4 monthly installments*
13 forty-five-minute lessons:	\$378..... paid in full by registration deadline	\$389..... paid in 4 monthly installments*
13 one-hour lessons:	\$480..... paid in full by registration deadline	\$491..... paid in 4 monthly installments*

*\*See registration form for installment amounts and payment due dates.*

#### **Tuition discount:**

The Laurens County Academy of Music offers a tuition discount of \$10 per term per instrument for any student who meets at least one of the following criteria: (1) who has other family member(s) enrolled in the program, (2) who is taking lessons on multiple instruments, (3) who is a child of a PC faculty or staff member, or (4) who is over the age of 55.

**Student teacher** at a lower rate currently available for violin. See registration form for details.

#### **Payment Options:**

The first payment for each semester must be submitted with the registration form to the LCAM director at the address listed on the form or put in the black drop box next to the music office entrance in the Belk Auditorium loggia (front porch). Please make checks payable to "Presbyterian College" and write "LCAM" and the student's name/account number on the check. Installment payments may be made in the following ways:

1. By mail to: Presbyterian College – LCAM, ATTN: Cashier, 503 S. Broad St, Clinton, SC 29325
2. In person at the Cashiers office located in the Smith Administration Building (check, cash, money order)

## **REFUNDS/WITHDRAWAL:**

Once a student has submitted a registration form, the student has made a commitment for an entire semester of lessons, and to complete payment for the semester lesson fee in its entirety, even if the student fails to attend the full number of lessons. If, for whatever reason, a student wishes to withdraw from the LCAM, they must notify the Director in writing. **Failure to attend lessons or to notify the Director does not constitute withdrawal from the program.** Once the student has notified the director of the intent to withdraw, refunds will be made only according to the following policy:

Withdrawal prior to first lesson.....	Full refund minus \$25.00 cancellation fee
By Friday of the 1 <sup>st</sup> week of lessons.....	Tuition minus (\$25.00 cancellation fee + 20% of tuition)
By Friday of the 2 <sup>nd</sup> week of lessons.....	Tuition minus (\$25.00 cancellation fee + 40% of tuition)
After 2 <sup>nd</sup> week of lessons.....	No refund/Full payment required according to schedule

## **LESSON POLICIES:**

### **Scheduling lessons:**

LCAM instructors will contact each student to schedule lessons prior to the first week of classes.

### **Lesson materials:**

Students are responsible for obtaining their instruments and for purchasing lesson books and/or music scores. Photocopying copyrighted material is not permitted. Online resources such as the Petrucci Music Library may be utilized, but it is the responsibility of each individual LCAM instructor to ensure that all applicable Copyright Laws are observed.

### **Attendance and tardiness:**

Regular weekly attendance is expected and essential for steady, musical learning. Lessons will not be extended for late arrival.

### **Absences:**

Once a lesson time has been scheduled, that specific time is reserved in the instructor's schedule. Many teachers travel from other cities and have limited teaching availability at PC. If the student misses a lesson, the instructor must be given **24-hours notice** in order for the student to receive a make-up lesson. ***LESSONS WILL NOT BE MADE UP IF THE INSTRUCTOR DOES NOT RECEIVE ADVANCE NOTICE, AND NO MORE THAN TWO MISSED LESSONS WILL BE MADE UP OVER THE COURSE OF A SINGLE TERM.*** Lessons missed by the instructor will always be made up.

***In the case of emergencies or illness:*** If possible, please contact the instructor prior to the lesson as a courtesy. In such circumstances, lessons may be made up at the discretion of the instructor on a case-by-case basis.

### **Dismissal:**

The LCAM reserves the right to dismiss a student from the program for poor attendance, disruptive behavior, or failure to pay tuition.

### **Inclement weather:**

The LCAM will follow the inclement weather policy of Presbyterian College. If classes at Presbyterian College are cancelled due to adverse weather conditions, all LCAM lessons are cancelled as well. Many LCAM instructors travel to PC from other parts of the state. These instructors have the right to cancel lessons in the case that they are unable to reach Presbyterian College due to adverse weather in their location. In such cases, the lesson will be made up and not count against the student's maximum of two make-ups for the term.

### **Recital participation:**

Performing publicly is one of the great privileges of being a musician. Recitals are held at the end of fall and spring semesters. All students are encouraged to participate.

### **Recital dress:**

There is no dress code for recitals. However, recital participants are politely encouraged to choose dress that would be considered appropriate for a public performance or presentation.

### **Presbyterian College Department of Music Recitals and Concerts:**

Students enrolled in the LCAM are welcome and highly encouraged to attend recitals and concerts sponsored by the PC Department of Visual and Performing Arts. Attending live performances is an important, and often overlooked, aspect of music learning. Many of the performances at PC are free events. See the PC website for further details: <http://www.presby.edu/music/>