

Central Community Music School
General Policies
Academic Year 2010-2011

Registration Fee

A \$25 non-refundable registration fee is due at the beginning of each semester (excluding summer). For families with multiple students or multiple lesson disciplines, only one registration fee is due each semester.

Tuition Payment Options

Option I: Single (1) payment per semester

- Payment is due in full for the semester during the first month of the semester.
- Discount: \$25 registration fee is waived.

Option II: Two (2) tuition payments per semester

- First payment is due for half of the tuition and the \$25 registration fee during the first month of the semester.
- Second payment is due for the second half of the tuition and an installment plan fee of \$20 during the third month of the semester (second month for summer semester).

Option III: Three (3) tuition payments per semester (Not available for Summer Semester)

- First payment is due for one third of the tuition and the \$25 registration fee during the first month of the semester.
- Second payment is due for the second third of the tuition and an installment plan fee of \$20 during the second month of the semester (second month for summer semester).
- Final payment is due for the final third of the tuition and an installment plan fee of \$20 during the third month of the semester.

Late Payment Policy

A \$25.00 Late Fee will be assessed on accounts for which payments are received in the CCMS office after the scheduled due dates.

Late fees will continue to be added to the invoice balance on the first day of each month.

Failure to pay tuition as described in the payment plans above, may result in suspension of lessons.

Tuition will be prorated only for new students entering the CCMS program after a semester has begun.

Payment Methods

Cash payments can be delivered to the CCMS office located in Evans Hall Room 104 on the UCO Campus.

Check payments can be mailed or delivered to the CCMS office.

Checks should be made payable to CCMS.

Returned checks will result in a \$35 return check fee.

Mailing address: CCMS
 100 North University Drive, Box 208
 Edmond, OK 73034

Credit card payments can be accepted for visa, mastercard and discover card payments only. You must complete the credit authorization form. Forms can be mailed or delivered to the CCMS office, or faxed to 405-974-3884. Declined debits will result in a \$35 return fee.

Withdrawal Policy

All requests for withdrawal must be made in writing to the CCMS Registrar. Although the \$25.00 registration fee is nonrefundable, a portion of tuition may be refunded to students who withdraw from the CCMS program. Any claim for such refund will be based on the date on which the student officially withdraws.

The general tuition refund policy is applied as follows:

Prior to the first lesson/class.....	100%
Prior to the second lesson/class.....	70%
Prior to the third lesson/class.....	40%
After the third week of semester.....	None

Persons using Payment Options II or III are not eligible for tuition refunds after the first lesson or class.

Lesson/Class Attendance and Makeup Policy

- The CCMS office will coordinate the weekly lesson time.
- Lessons will not be extended in order to accommodate for late arrival on the part of the student.
- The instructor is not obligated to make up or reschedule lessons missed by the student if the instructor is not notified 24 hours in advance of scheduled lesson day/time. Arrangements for excused missed lessons will be made directly with the instructor.
- Lessons missed by the instructor will be rescheduled. Arrangements must be made directly with the instructor.
- Lesson times falling on major holidays may be rescheduled as necessary. Arrangements must be made directly with the instructor.
- Classes missed due to inclement weather will be made up as necessary. Arrangements must be made directly with the instructor.

Parking

Parking permits are required by all vehicles to park on University property or are subject to fines. We have made arrangements with the parking department to provide discount parking permits for all CCMS students/parents. They can be purchased at the Parking and Transportation office in the High University Center. Please refer to www.uco.edu/parking for office hours and location information.

The permits can be purchased for \$5 per month for a one day per week up to 1 ½ hours for the given day. You will need to provide the Parking and Transportation Office your valid driver's license, make and model of your vehicle, and your car tag number when purchasing your permit.

If you choose not to purchase a permit, do not leave your vehicle unattended on University property. You will be subject to parking fines. CCMS will not be responsible for fines incurred.

Parking meters are available for short-term parking on the north side of the music building directly off of University Drive (east of the Old North Clock Tower).