



## Community Arts Academy Policies & Procedures

**How to Register:** Students must meet with a Community Arts Academy teacher prior to submitting an application online at [www.jbu.edu/music/caa](http://www.jbu.edu/music/caa). Please contact the JBU Music Office at 524-7154 for specific teacher contact information. Each student must pay a \$25 registration fee to help with administrative costs of the program. If a family is enrolling more than one student, a family registration of \$40 will be charged.

**Tuition Payment:** A completed enrollment form and tuition payment is needed before instruction may begin. Penalty fees: \$25 returned check/\$20 late fee if tuition is not received by due dates. The balance of the previous term must be received before new term enrollment is allowed.

**Lesson Scheduling:** Individual lessons are scheduled by the studio teacher. Early registrants and continuing students have the best choice of lesson times.

**Missed Individual Lessons:** All lessons cancelled by instructors will be rescheduled, if at all possible. Lessons canceled by the student (unless for extenuating circumstances agreed upon by student and instructor) will not be rescheduled, credited, or refunded; the student will be charged for all missed lessons.

**Holidays:** No instruction will be scheduled during Thanksgiving Break and Spring Break (see JBU academic calendar for specific dates). CAA faculty may elect whether or not to teach on other JBU holidays as schedules allow.

**Withdrawals/refunds:** Tuition will be fully refunded for withdrawal prior to the beginning of instruction (as a courtesy, students needing to withdraw are asked to do so at least two business days before the lesson/class is to begin). After instruction has begun, no refunds will be given on lump sum payments. Students electing to pay monthly or in two payments will continue to pay until the semester balance has been paid in full.

**Tardiness:** Due to busy faculty schedules, students who arrive late cannot be guaranteed full lesson times. Teachers will wait ten minutes for late students; students are asked to do the same for teachers. Shortened lessons due to faculty tardiness will be made up.

**Weather/Emergency Closures:** If the Siloam Springs Public Schools are closed, CAA is likely closed. In case of a weekday afternoon storm, please call the music office before

5:00pm. In case of a weekday evening or Saturday storm (when the office is closed), teachers will contact students if lessons are cancelled. Whenever possible, a voicemail recording will be placed on the office phone.

**One-on-one Applied Lesson Conduct:** All lessons taught through the Community Arts Academy will be taught in rooms with large windows and clear sight lines. In the Cathedral, these rooms include C110, C111, C112, and the large acoustic practice rooms. Non-Faculty teachers will schedule this teaching space through the music office. Current JBU Faculty members may choose to teach in their regularly used office studios. Regardless of the space used, all window blinds must remain open at all times and lessons must be conducted with a clear line of sight to the outside hallway. Parents are welcome to sit in the hallway and observe lessons through the window.

**Non-Discrimination Policy:** The Community Arts Academy follows the JBU Non-Discrimination Policy which states “John Brown University admits persons to its programs and activities without regard to race, color, national or ethnic origin, or gender. The university does not discriminate on the basis of race, color, national or ethnic origin, physical or mental disability, or gender in the administration of education policies, admissions policies, scholarship and loan programs, athletics, and other school-sponsored programs.”