

**NORTH SHORE COMMUNITY COLLEGE
TERMS OF AGREEMENT
for STUDENTS ENROLLED IN MUS 111 - 312
PRIVATE INSTRUMENTAL INSTRUCTION
FY 2004 - 2005 (July 1, 2003 - June 30, 2005)**

PRIVATE INSTRUMENTAL INSTRUCTION TERMS OF AGREEMENT
--

I. GENERAL INFORMATION

It is a privilege and a wonderful opportunity for North Shore Community College (NSCC) to be able to provide private instrumental and vocal instruction for academic credit in affiliation with the Chopin Conservatory. The terms of agreement pertaining to enrollment in courses MUS 111-MUS 312, Private Instrumental Instruction at levels 1-6, follow. These terms have been established due to the individualized structure of private lessons.

In order to participate in the program and earn academic credit the student begins by completing a Directed Study Request Form at the Center for Alternative Studies and Educational Testing (CAS) at North Shore Community College. The student and Chopin Conservatory instructor meet to discuss and evaluate goals and objectives as well as create an educational plan. The student and instructor sign the Student Payment Agreement and complete the Directed Study Learning Plan in accordance with all procedures pertaining to the Directed Study Program.

The student's signature on the agreement indicates that he or she agrees to abide by all terms. The student then formalizes registration and payment for tuition and fees through the Center for Alternative Studies and Educational Testing and arranges payment with the Chopin Conservatory for applied music fees.

II. NSCC REGISTRATION

Students are registered for academic credit in accordance with the Directed Study Program policy and procedures through the Center for Alternative Studies and Educational Testing. The student is registered when the Alternative Studies Coordinator approves the Directed Study Request Form and Learning Plan. The Learning Plan must meet the criteria established in order to be approved. Please contact the Center for Alternative Studies and Educational Testing at 978-762-4000, extension 5428 for further information.

III. SCHEDULING

Lessons are scheduled with the instructor at the beginning of the semester or summer session. The schedule will be changed only because of extraordinary circumstances. Such classes will be rescheduled by mutual agreement between the student and instructor. The Chopin Conservatory instructor will assist the student in rescheduling in order to provide the lesson time scheduled within the regular semester plus the In-Progress (IP) make-up period of 12 weeks after the next semester begins.

A. INSTRUCTOR SCHEDULING PROBLEMS

If, due to extraordinary circumstances, the instructor must reschedule, the instructor is obligated to reschedule the lesson or arrange for a substitute instructor after discussion with the student. In either case, the Alternative Studies Coordinator and the Division Chair of Liberal Studies will be notified in advance of the circumstance and the arrangements made.

B. STUDENT SCHEDULING PROBLEMS

The Chopin Conservatory policy allows one (1) excused absence during the semester (make-up is not required). An excused absence requires that the student notify the instructor directly by telephone 24 hours in advance. All other lessons must be made up as a course responsibility. Contact should be made to the designated instructor's telephone or the Chopin Conservatory at 617-436-9897.

IV. PAYMENT AND REFUND POLICY

A. OVERVIEW

Payment for enrollment in Private Instrumental Instruction for course credit is handled in the same manner as payment for all course credits. When the student is registered for the course, the student is billed by Student Accounts for tuition and fees in accordance with the college tuition/fee per credit schedule. The 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, the Chopin Conservatory charges the student an applied music fee, payable to the Chopin Conservatory. This fee is consistent with costs assessed by private music schools in order to maintain a high quality performing artist/professional staff.

B. INTRODUCTORY AND INTERMEDIATE LEVEL PAYMENT REQUIREMENTS

1. Payment to North Shore Community College for tuition and fees for each three-credit course includes 15 lessons, one-half hour in duration, for Fall, Spring, or Summer Session. (Note: study taking place during the summer span both Summer Sessions I and II.) The Directed Study Learning Plan identifies the beginning and ending dates.
2. A student may elect to take additional lessons over and above the required 15 one-half hour lessons. Students may arrange for these lessons with, and should make payment to, the Chopin Conservatory.
3. When an In-Progress (IP) grade has been awarded but has still not been completed within 12 weeks after the beginning of the next semester, the student is not entitled to additional lessons.

C. ADVANCED LEVEL PAYMENT REQUIREMENTS

In addition to tuition and fees payable to North Shore Community College for course credit, advanced level study requires additional instructional time beyond the fifteen one-half hour lessons. The number of lessons is determined at the initial student/instructor meeting. Fees are assessed at the hourly Chopin Conservatory rate schedule for advanced study.

D. FINANCIAL AID

Provided that enrollment deadlines are met, an approved Directed Study for Private Instrumental Instruction may be included as part of a financial aid award. However, financial aid does not cover the applied music fee.

Students are responsible for meeting all the requirements to receive financial aid. Students with questions regarding financial aid should contact the Financial Aid Office at One Ferncroft Road, Danvers, MA 01923 telephone 978-762-4000, x4378.

V. EMERGENCY CONTACT

The Center for Alternative Studies and Educational Testing is able to accept messages in the case of an emergency at Danvers (extension 5428) or Lynn (extension 2135). The staff of CAS will make every effort to contact the instructor. It is the responsibility of the instructor and student to stop in at either the Lynn or Danvers office to check for messages prior to the beginning of lessons, particularly when there has been a change in the lesson schedule or room.

VI. SUGGESTIONS AND PROBLEMS

Suggestions and problems regarding MUS 111 - MUS 312 Private Instrumental Instruction for academic credit at NSCC should be directed to the Division Chair of Liberal Studies at the Lynn Campus, Room LE317, tel. 781-593-6722, extension 2160 or the Alternatives Studies Coordinator at the Lynn Campus, Room LE232 tel. 781-593-6722 x6238 or 978-762-4000 x5428, as well as Christina Dietrich, 617-436-9897.

Suggestions or problems regarding private lessons not for credit with the Chopin Conservatory should be directed to Christina Dietrich of the Chopin Conservatory at 617-436-9897.

NORTH SHORE COMMUNITY COLLEGE
CENTER FOR ALTERNATIVE STUDIES AND EDUCATIONAL TESTING
STUDENT PAYMENT AGREEMENT
FY 2004 - 2005: (July 1, 2003- June 30, 2005)

NORTH SHORE COMMUNITY COLLEGE TERMS:

1. I have read all statements pertaining to private instrumental instruction.
2. I agree to be responsible for payment of all fees and tuition charges payable to North Shore Community College.
3. I agree to be responsible for all payment as billed by the college if financial aid coverage is not possible.
4. For beginning and intermediate level study, I agree to pay North Shore Community College tuition and fees for one 3-credit course which includes 15 half-hour lessons at the current tuition rate. I understand that I may elect to take additional lessons and will make arrangements with and pay the Chopin Conservatory directly for these lessons.

Student Signature

Date

CAS Representative

Date

CHOPIN CONSERVATORY

STUDENT PAYMENT AGREEMENT
FY 2004 - 2005: (July 1, 2003 - June 30, 2005)

CHOPIN CONSERVATORY TERMS:

1. I have read all statements pertaining to private instrumental instruction for academic credit, i.e., Private Instrumental Instruction Terms of Agreement and Student Payment Agreement.
2. I understand that the course and instructor of the Chopin Conservatory are subject to all North Shore Community College academic policies and procedures as outlined in the Private Instrumental Instruction Terms of Agreement.
3. I agree to pay all fees required by the Chopin Conservatory.
4. I understand that if I elect to take additional lessons I am subject to the tuition and fees set forth by the Chopin Conservatory and/or Chopin Society.
5. For advanced level of study I agree to pay the Chopin Conservatory for lessons beyond the 15 required lessons. I understand the decision as to the number of lessons and time is made by the instructor and myself at the initial meeting.
6. I understand that the Applied Music Fee* of \$150 is due and payable to the Chopin Conservatory at the conclusion of the initial assessment/evaluation interview should I decide to enroll in the course and submit the Directed Study Learning Plan to the Center for Alternative Studies and Educational Testing.

Checks made payable to the Chopin Conservatory may be mailed to:

The Chopin Conservatory of Music
8 Bruce Street
Boston, MA 02124

or may be hand delivered in person at the initial meeting between the student and instructor. To make payment arrangements call Chopin Conservatory at 617-436-9897.

**This is a special fee assessed by the Chopin Conservatory. The Center for Alternative Studies and Educational Testing and North Shore Community College play no role in the collection of the Chopin Conservatory fee(s).*

Student Signature

Date

Chopin Conservatory Representative

Date