



**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 music instruction, students must complete a Directed Study Request Form at the Center for Alternative Studies and Educational Testing (CAS). The student and instructor then meet to (a) discuss and evaluate goals and objectives, (b) complete the Directed Study Syllabus and (c) sign the Student Payment Agreement.

The student's signature on the Student Payment Agreement indicates that s/he agrees to abide by all terms. Once the Directed Study Request Form is approved, CAS formalizes course registration and the student is notified. The student pays regular tuition and fees to the college and arranges separate payment with the instructor 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 required approval signatures have been obtained on the Directed Study Request Form. Please contact the Center for Alternative Studies and Educational Testing at 978-739-5428, for further information.

**III. SCHEDULING**

Fourteen (14) lessons of ½ hour duration are scheduled with the instructor at the beginning of each 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 the instructor. The instructor will assist the student in rescheduling in order to provide the lesson time scheduled within the regular semester.

A juried performance is required at the end of each course.

**A. INSTRUCTOR SCHEDULING PROBLEMS**

If, due to extraordinary circumstances, the instructor must reschedule, the instructor is obligated to contact the student prior to cancellation and to reschedule the lesson or arrange for a substitute instructor after discussion with the student. In either case, CAS will be notified in advance of the circumstance and the arrangements made.

**B. STUDENT SCHEDULING PROBLEMS**

The Student is allowed one (1) excused absence during the semester. 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.

## IV. PAYMENT AND REFUND POLICY

### A. OVERVIEW

Payment for enrollment in Private Instruction for course credit is handled in the same manner as payment for all course credits. When the student is registered for the course, s/he 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 Directed 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 to receive financial aid and should confer with the appropriate Financial Aid Counselor about details.

## V. CONTACT INFORMATION

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

Students are responsible for making contact with the instructor if they need to miss a class. If the instructor is unavailable, the staff of CAS will receive and convey messages about absences. In the event that 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 stop in at the Danvers CAS 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 or problems regarding Private Music Instruction for academic credit at NSCC may be directed to:

- Dean of Liberal Studies - Lynn Campus, room LE317
- Chairperson of the Cultural Arts Department – Danvers Campus – room DB366A

- 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 due 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