



MOUNT ST. JOSEPH  
UNIVERSITY

# Mount St. Joseph University

Department of Performing Arts

Mark McCafferty, Chair

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## Music Academy Registration Form

*Please hand this agreement to your Academy Faculty on your first lesson.*

**Fall/Winter Lessons: 15 weeks**

\_\_\_\_\_ 1 hour - \$690/semester

\_\_\_\_\_ 45 minutes - \$517.50/semester

\_\_\_\_\_ 30 minutes - \$345/semester

**Summer Lessons: 12 weeks**

\_\_\_\_\_ 1 hour - \$552/semester

\_\_\_\_\_ 45 minutes - \$414/semester

\_\_\_\_\_ 30 minutes - \$276/semester

**Specialized Lesson Amount: \_\_\_\_\_**

\_\_\_\_\_ 1 hour - \$46

\_\_\_\_\_ 45 minutes - \$34.50

\_\_\_\_\_ 30 minutes - \$23.00

**Group Session Amount: \_\_\_\_\_**

\_\_\_\_\_ 1 hour - \$23

\_\_\_\_\_ 45 minutes - \$18.75

\_\_\_\_\_ 30 minutes - \$12.50

Amount Due

\_\_\_\_\_ + \$20 Registration Fee = \_\_\_\_\_

***Please make all checks payable to Mount St. Joseph University.***

**Name of MSJU Academy Faculty:** \_\_\_\_\_

Student Name: \_\_\_\_\_ School/Grade: \_\_\_\_\_

Instrument: \_\_\_\_\_ Years of Private Study: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

***\*\*I have read and agree to the MSJU Academy Policies and Payment Schedule:***

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Please make all checks payable to Mount St. Joseph University.**

MSJU Music Academy c/o Mark McCafferty 5701 Delhi Rd. Cincinnati, OH 45233 513-244-4530  
[mark.mccafferty@msj.edu](mailto:mark.mccafferty@msj.edu)

## **POLICIES**

### **ATTENDANCE:**

Upon payment, students are expected to attend each lesson scheduled. Lessons are given on a weekly basis only.

### **REGISTRATION FEE:**

There is a \$20 registration fee for all students involved in the Academy. This fee is to be paid each semester in which lessons are registered. This is due at the first lesson along with full payment for the entire semester.

### **TUITION/PAYMENT:**

Lesson tuition is due at the start of your first lesson for the entire semester. Lesson fees can be broken into two payments if needed. (Second payment is due by the end of the first half of your lessons). A \$10 fee will apply for splitting payments. If there is any day that you know your child will not be able to make lessons, it is the responsibility of the parent to let the instructor know BEFORE payment is made. If the first lesson is missed for any reason, payment should be mailed to the address above. There is a return check fee of \$25. The Academy acknowledges the student and parents place in a three-way relationship, and pledge to make music study a rich, growing experience. If a student terminates lessons before the 2nd payment has been made, the 2nd payment is still due in full.

### **REFUNDS:**

NO REFUNDS will be made for students who terminate early. If a lesson is cancelled for any reason there will be no refund for the lesson missed. Lessons missed without 24 hour notice are automatically forfeited; The Academy reserves the right to raise fees at the beginning of each new academic year.

### **CANCELLATIONS:**

Cancellations will only be excused for illness or death in the family. These things do occur in which case 24 hour notice is expected for these cancellations. Lessons will be made up in these cases only and no refund will be issued. Cancellations for any other reason will result in the forfeiting of that lesson with no make-up lesson.

### **TEACHER ABSENCES:**

The teacher reserves the right to miss lessons due to illness or professional commitments. The lesson will be made up at an agreed upon time before the end of the semester. We make every attempt to keep our agreed upon times and days. All communication will be between the parent and Academy faculty members.

### **PRACTICE POLICY:**

Students are required to practice 180 minutes per week for 30 minute lessons, 270 minutes for 45 minute lessons, and 360 minutes for 1 hour lessons. The full value of private lesson instruction comes from the individual practice.

### **OFFICE:**

If there are any problems that arise during lessons that cannot be resolved between the parent and the Academy faculty member, please contact **Mark McCafferty, 513-244-4530, [mark.mccafferty@msj.edu](mailto:mark.mccafferty@msj.edu)**