

CONCORDIA UNIVERSITY CHICAGO

Preparatory and Community Piano Program

Academic Calendar 2021-2022

Wednesday September 8, 2021 **First Day of Fall Term Lessons**

October 11 – 14..... Group Week

November 15 – 18..... Group Week

November 24, 2021 - November 26, 2021 Thanksgiving Recess – No Lessons

Monday November 29 **Winter Term Begins**

December 13 – 16 Group Week

December 20, 2021 – December 31, 2021 Winter Recess

Monday January 3, 2022..... Lessons Resume

January 17 – 20 Group Week

Sunday January 23, 2022 Adult Playing Class 1: Virtual

February 14 – 17 Group Week

Monday March 7, 2022 **Spring Term Begins**

March 21 – 24 Group Week

March 28 – April 1, 2022 Spring Recess

Monday April 4, 2022 Lessons Resume

Sunday April 10 Faculty Recital, 3 PM, Band Room

April 11 – 14 Group Week

May 2 – 5 CMA Exams

May 21 – 22 Student Recitals, Band Room

Monday May 30, 2022..... Memorial Day – No Lessons

Sunday June 5, 2022.....Adult Playing Class 2: In-Person

Monday June 6, 2022 **Last Day of Spring Term Lessons**

Rosh Hashana, Yom Kippur, Columbus Day/Indigenous Peoples Day, Martin Luther King Jr.'s Birthday, President's Day: we'd be happy to reschedule lessons in order to help you celebrate these holidays. Please contact your private teacher.

POLICIES

Tuition:

Enrollment is by the term only, or for the balance of a term if the student enrolls after the term has begun. Partial term enrollment is available for adult students, but must be pre-arranged at time of billing.

Tuition is due and payable to Concordia University at the beginning of each term upon receipt of a billing statement or at the time of the student's initial enrollment. Payment must be received prior to the first lesson of each term. Late fees will be assessed on late payments. No lessons will be given until payment is received.

Refunds:

If a student withdraws prior to the beginning of a term for which tuition has been paid, a full refund will be made; withdrawal prior to the end of the fourth week of the term, a 50% refund; no refund will be made after the fourth week of the term.

No refunds will be given for any missed private lessons.

Missed Lessons:

Missed Private Lessons: Students can receive only one make-up lesson per term for excused absences (not including lessons missed due to teacher cancellation). "Excused Absences" are private lessons missed because of illness, providing the teacher is notified by noon on the day of the lesson. Illnesses reported after noon will be made up at the discretion of the teacher. Private lessons missed for reasons other than illness cannot be made up. Many teachers offer a Lesson Exchange List for non-excused absences – contact your teacher for more information.

Exceptions: lessons that conflict with certain holidays, such as Rosh Hashanah, Yom Kippur, and Halloween, may be made up in addition to the "only one make-up" policy.

To report an absence, parents should phone the Preparatory and Community Piano Program office (209-3141) or contact the teacher directly.

Missed Group Lessons: Group lessons cannot be made-up or re-scheduled. No refunds will be given for any missed group lessons.

Practice:

Students are enrolled with the understanding that they will practice a minimum of five days per week. Suggested daily practice requirements are as follows:

- 2nd grade and under, 10-20 minutes depending on age
- Elementary school grades 3-5, 30 minutes a day
- Grades 6-8, 45 minutes a day
- Grades 9-12, one hour a day

Students who are unable to fulfill these practice requirements on a regular basis may be dropped from a teacher's schedule.