



# SIUE Suzuki Program Policies

[www.siue.edu/artsandsciences/music/suzuki](http://www.siue.edu/artsandsciences/music/suzuki)

## Mission Statement

The SIUE Suzuki Program strives to promote cultural, intellectual and character development through musical instrument instruction, parent-child interaction and community performance. The Program will teach students to play instruments according to the teaching philosophy of Dr. Shinichi Suzuki and help them, through their development as musicians, build self-confidence and a capacity for self-discipline. Participants in the Suzuki Strings program are subject to and are required to abide by all policies, rules, and regulations of SIUE.

## Tuition

Tuition covers private lessons for 15 weeks and Saturday group classes for 12 sessions during the regular academic semester. Payments are made for the entire semester or in four payments according to SIUE's installment plan. A minimum tuition payment and registration fee **MUST** be made before the semester begins. Failure to do so may result in the students' forfeiting their lesson time on the teacher's schedule. Lesson Times set in the fall are for the entire year. Keep in mind spring schedules and sports when you schedule your lesson in the fall. Teachers may not be able to reschedule your lesson time for spring sports or school events. All students in the program are enrolled in Saturday Group Classes.

## Missed Lessons

Regular attendance at lessons and group classes is expected. Students are charged for all lessons, including those missed due to student absence. As a courtesy to the teacher, a student should notify the office and the teacher in advance of any absence, including absences from group performances. Absences from rehearsals may result in performance changes for advanced groups, at the teacher's discretion. This prior notification does not exempt the student from payment. **Teachers are not required to give make up lessons when a student is absent.** If a teacher is absent, the lesson will be rescheduled and take place before the end of the contract semester (Fall semester ends Dec. 31, Spring semester ends May 15). Missed makeup lessons will not be rescheduled. Lesson times are firm, and cannot be extended if students arrive late. Scheduled Public School Holidays or SIUE Holidays or closures do not mean private lessons are cancelled. **Contact your individual teacher for their schedule.** No refunds, credits, or make-ups are given for group lessons. Registration is for a year, no mid-year registration required unless address or payment changes need to be made.

## Payment Policies

Tuition payment and fees are due at the time of registration. Families may choose the installment payment plan and make four payments per semester according to the schedule. Deadlines **MUST** be met or a \$5 late fee will be charged. Payment due dates are listed on the registration form and on the website, [www.siue.edu/artsandsciences/music/suzuki](http://www.siue.edu/artsandsciences/music/suzuki)

Families who elect to make installment payments are not exempt from obligation to pay for the entire semester. Email reminders will be sent, but **NO MONTHLY STATEMENTS** are mailed.

## Admissions Policy

Students are admitted to the program without screening. Students are not admitted into the program until they are 3 years old. Students are assigned to teachers based on teacher availability and parent request.

Students are accepted in the following order:

- 1) Current Students
- 2) Siblings of Current Students
- 3) Transfer Students
- 4) New Students

The program will maintain a waiting list if it is unable to accommodate all students who wish to join the Suzuki program. New students are placed on the waiting list upon submission of a completed registration form.

## Withdrawal from the Program

If a student withdraws from the program for any reason, the withdrawal form must be submitted to the director four weeks in advance of the students' last lesson week. Students are committed to pay for an entire semester unless extreme circumstances prevent completion of the 15 week session. Refunds are approved only by the director and submitted to the SIUE Bursar Office to be processed. Processing requires parent Social Security Number.



### **Financial Assistance**

Students may apply for financial assistance if they have been in the SIUE Suzuki Program for two academic semesters (summers do not count) and demonstrate dedication to the Suzuki learning process. Parents must submit a written recommendation from their teacher along with the required Financial Assistance Request Form which is available in the Suzuki Office. 618 650 2839. ALL REQUESTS ARE DUE BY AUGUST 15.

### **Policy on Changing Teachers**

Parent must first contact their private teacher to discuss reasons for needing a change. Parent will then contact Director and submit the form "Request to Change Teachers".

### **Inclement Weather**

If SIUE closes due to inclement weather on a Saturday, the SIUE Suzuki Program will cancel Saturday group classes. Private lessons in inclement weather are given or cancelled at the discretion of the individual teacher. If the teacher cancels a lesson, the lesson will be rescheduled and take place before the end of the semester (Fall semester ends December 31 and Spring semester ends May 15). **In case of inclement weather on your private lesson day, please contact your teacher.** On group lesson days, check SIUE's website ([www.siu.edu](http://www.siu.edu)), listen to KMOX 1120 AM radio, or listen to KSDK Channel 5 for announcement of SIUE's closure.

### **Parking**

A parking hangtag is available each semester for Lot E for fall through spring semesters (August-May) for \$40.00, and for summer semester (May- August) for \$20. Paid parking is available in Lot B. Parking hangtags are transferable from car to car within the same family. SIUE employees, staff and students are not eligible for Suzuki parking hangtags. The SIUE Program is not responsible for tickets given when the hangtag is not properly displayed. Parking Services is in the Rendleman Building on the SIUE Campus.

### **Ready for Lessons**

Students will have better lessons if parents attend lessons with them (this is required if student is under 11 years of age), and parents make sure students have – used the restroom, washed hands, are NOT ill, trimmed fingernails, and are ready for lessons with instrument and music at the assigned lesson time.

Appropriate attire is expected at group performances and recitals.

Lobbies and hallways at SIUE serve as waiting areas for students and parents. Students should speak quietly and not run for their safety and as a courtesy to others having their private and group lessons. Young children must be supervised by their parents at all times.

For publicity purposes, the SIUE Suzuki Program uses photos of students in the program. If you do not wish for photos of your child to be used, you must opt out on your lesson registration form.

SIUE is committed to an academic atmosphere and workplace free from inappropriate conduct of a discriminatory nature and that to the extent provided by applicable laws, no person shall be on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, denied the benefits of, or be subject to discrimination under, any program or activity which SIUE sponsors or conducts.