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## Policies and Procedures

### REGISTRATION

Registration for all programs is for one academic term or semester (12 weeks) and tuition is assessed for the full term. Classes and lessons may be prorated after the start of the term. Students registering after the close of the registration term (the first day of classes/lessons) will be assessed a late fee of \$25.

**PRIVATE LESSON** students must be placed with a teacher prior to registration. New students are admitted on a rolling basis and register for the number of lessons remaining through the end of the term, or by prior teacher approval.

### BILLING AND PAYMENT GENERAL

Students must register in order to participate in each program. Registration materials and applicable fees are due by the date specified on the registration form. Full payment for tuition is due at the time of registration. Receipt of registration materials by Coker Community Music Program (CCMP) confirms the participant's acceptance of the associated program's tuition.

Students are not able to attend or enroll in additional activities while bills are outstanding. Unpaid and/or past-due balances may result in participant ejection from the program or prohibit future enrollment in CCMP programs.

### PAYMENT OPTIONS

- **Cash** is accepted with the CCMP Coordinator. Please note that the Coordinator is unable to provide change. Do not mail cash.
- **Credit Card Payments** are accepted online; VISA, MasterCard, Discover, and American Express are accepted. Payments may be made at [www.coker.edu/ccmusicprogram](http://www.coker.edu/ccmusicprogram). Parents/students can pay by selecting the PAY HERE link at the bottom of the page. Please be sure to include the student's name in the payment message. This secure site enables credit card payments. We do not offer "pay as you go" billing.
- **Checks** should be made payable to Coker Community Music Program and mailed to Dr. Christi McLain 300 E University Avenue Hartsville, SC 29550. Checks returned for insufficient funds or stop payment will result in a \$25 fee.

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## ATTENDANCE

**GENERAL** No refunds will be given for classes missed by students.

**PRIVATE LESSONS** Students will receive makeup lessons for unplanned school closures and teacher absences. Teachers are not obligated to make up lessons or classes missed by students.

**ENSEMBLES AND GROUP CLASSES** No refunds or makeups will be issued for student absences.

## CONDUCT

Coker Community Music Program has a long-standing tradition of a student, faculty, and staff community who pursue excellence through the performing arts. As a facet of Coker University, CCMP students agree to uphold the following tenets of the Coker University Student Covenant:

- Conduct myself with **INTEGRITY** and be responsible for my actions and their consequences.
- **RESPECT** the rights, property, culture, and beliefs of others.
- Engage myself as an honorable **SCHOLAR** inside and outside of the classroom.
- Hold myself and others accountable for the **SUSTAINABILITY** of our environment.
- Offer my knowledge and creativity to **SERVE** my community.
- **CONTRIBUTE** to the wider world through a continued pursuit of knowledge.

Students who do not obey uphold these tenets will be subject to discontinued services to which the CCMP holds the rights. Any behavior, either verbal or physical, which disregards or demeans the self-esteem of others is unacceptable and will not be tolerated. Other examples of misconduct include, but are not limited to, theft; physical or verbal aggression; possession, distribution, or use of illegal drugs; disrespectful behavior; or any other behavior deemed unacceptable by the CCMP.

## DIRECTIONS / PARKING

All Coker Community Music Program classes and lessons must take place at the Margaret Coker Lawton Music Building on the main Hartsville Campus of Coker University. Please park in LITC parking lot across the street from the Charles W. and Joan S. Coker Library- Information Technology Center. You may find more parking information and a campus map here:

<http://www.mapformation.com/our-work/coker-University-interactive-map/>

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## COMPLIMENTARY TICKETS

Students registered for lessons or classes through the CCMP are eligible for complimentary or discounted tickets to all Coker University Dance, Music, and Theater events. Please simply indicate CCMP student status at admission for ticket discount.

## INCLEMENT WEATHER POLICY

The effects of a winter storm can result in cancellation or delay of scheduled classes. If there is an alteration to Coker's normal operations, the University has a number of options that can be utilized. The communication of such scheduled changes will be accomplished by utilizing the following media:

**TV Stations:** WPDE; WBTW; WMBF

**Recorded phone numbers:** 843-383-8000 843-383-8010 843-383-8012 843-383-8017

**Web site:** [www.coker.edu](http://www.coker.edu)

**Text message notification:** <https://coker.edu/alerts> to sign up.

**Coker University e-mail notification:** <http://mail.coker.edu>

**Day Classes are Cancelled:** An announcement will be made no later than 6:00 a.m. concerning the cancellation of all Day classes

**Evening Classes are Cancelled:** Notification concerning the cancellation of evening classes will be accomplished using the same media as our day procedure. Notification of cancellation for evening classes will occur no later than 3:00 p.m. on days when inclement weather appears to be a factor.

## DISABILITIES SERVICES

Most facilities on campus are accessible to the physically disabled. When barriers do exist, special arrangements are made to schedule classes or other activities in accessible locations. Questions or comments related to services for the disabled should be addressed to the Coordinator of Disability Services, Jennifer Rhodes, who can be reached at (843) 383-8012.

## INDEMNIFICATION

The student and parent/guardian will not hold Coker University (CU), including its regents, officers, employees, and volunteers, responsible for any loss or damage of personal property while attending or participating in any CCMP program. Student and parent/ guardian release, and will hold harmless and indemnify CU from and against any claim, demand, action, or judgment that student and parent/guardian

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or any other person ever had or may have against CC, for any loss, cost or expense (including attorney's fees) or damage or injury known or unknown, real or personal, sustained by student and parent/guardian while in attendance or participating in any CCMP program. Student and parent/guardian willfully assume any physical injury risk to the student that is inherent to training.

Student and parent/guardian grant consent for any CCMP instructor to apply physical contact to the student for the purpose of making any technical correction that is appropriate for instruction according to accepted artistic practices. Student and parent/guardian authorize CU to obtain any medical treatment that the student needs in connection with CCMP training. Student and parent/guardian will pay all or whatever amount that treatment costs and will also hold harmless and indemnify the CU from any claim, cause of action, damage, or liability arising out of or resulting from that medical treatment.

## FREQUENTLY ASKED QUESTIONS

### **Do you offer “pay as you go” lessons/classes?**

We do not offer “pay as you go” billing or registration.

### **What is your withdrawal process?**

We want to ensure that all families are well taken care of in the case of withdrawal. As such, all requests for withdrawal must be submitted in writing to the CCMP Coordinator and made by the parent, guardian, or adult student. Communication with CCMP faculty other than the Coordinator does not fulfill this requirement. Absence and/or verbal notice are not sufficient for withdrawal notification.