



CLEVELAND
INSTITUTE
OF MUSIC

BY ANY MEASURE,
EXCEPTIONAL

Cleveland Institute of Music
Preparatory and Continuing Education Division
Academic Policies & Procedures

Revised for 2010-2011

The policies and procedures of the Preparatory and Continuing Studies Division have been established in order to assist students in their studies and apply to all students enrolled in this Division.

I. Attendance

1. A student enrolled in the Preparatory and Continuing Education Division agrees to the following:
 - a. To commit to regular attendance at lessons, classes, rehearsals, concerts, and recitals.
 - b. To attend a complete academic year of regular lessons at a time mutually agreed upon with the teacher.
 - c. To notify the teacher of lessons that the student cancels.
 - d. Excessive absences may result in expulsion from Preparatory program without reimbursement.

2. CIM and its faculty members agree to the following:
 - a. To post a message on the studio door, in the event of the teacher's absence due to an emergency; and when possible, notify the student prior to the lesson.
 - b. To schedule make-up lessons for a teacher's missed lesson whenever possible. In order to ensure good record keeping, make-ups must be scheduled within the semester of the missed lesson and will not be carried over to the next semester.
 - c. To refund for teacher absences not made up within the current semester.
 - d. To broadcast notices through the public media (local television and radio stations), the CIM website (www.cim.edu) or by other appropriate means, in the event of any closures due to severe weather conditions or other unforeseen events.

II. Request to Transfer

A student who wishes to transfer from one faculty member to another must consult with the Director of the Preparatory Division, Department Head, and all faculty affected by the transfer. **These consultations must take place prior to the transfer.** A completed transfer form must be submitted to the Preparatory Office for approval of the transfer.

III. Automatic Re-Enrollment

Re-enrollment in the Preparatory & Continuing Education Division is **automatic** from one term to the next; students already enrolled in a studio are assumed to re-enroll unless they specifically withdraw from lessons between terms.

IV. Waiting List

Instruction in all instruments may not be available at certain branches or times; therefore, some applicants may be placed on a waiting list until an opening becomes available. Our wait lists are unranked and short. They are activated on an evergreen basis, as the need arises. Hence, there is no way to predict when someone might be admitted from the wait list.

V. Practice

Students must have their own instrument and practice space. The practice rooms at the Cleveland Institute of Music are for Conservatory student use and are not available to students of the Preparatory and Continuing Education Division for daily practice.

VI. Behavior

Students are asked to refrain from running in the hallways and engaging in other loud or disruptive behavior. Please remember that business is being conducted in offices, classrooms are in session, and students are rehearsing throughout the building. At the Main Campus, there is a student lounge where students and parents may meet and socialize. **Please also note that Computer Labs located on CIM campuses are off limits to Preparatory and Continuing Education Students and visitors. These spaces are reserved for Conservatory usage.** Anyone found utilizing the lab without authorization will be asked to leave.

VII. Child Safety

To ensure your child's safety, please pick him or her up promptly after lesson time. CIM faculty and staff do not supervise children waiting in campus hallways before and/or after lessons. Children are under supervision during their instruction time only. Neither instructors nor administrators are responsible for supervising children outside of teaching time.

VIII. Dismissal

CIM reserves the right to dismiss any student due to frequent absences, disciplinary problems, overdue tuition payments and/or parental noncompliance with Cleveland Institute of Music policies.

IX. Notices/Mail Delivery

Each student shall immediately notify the Preparatory Office of any change of address, telephone number, or email address. CIM is not responsible for lost or undeliverable mail, for missed deadlines, or undeliverable notices or account statements.

X. ID's – Library Usage

The Robinson Music Library is a private library. Library services and collections are restricted to qualified borrowers. Registered Preparatory Studies are permitted to check out circulating books and scores for the preparatory semester. CD's, LP's, DVD's, and video are permitted to be viewed in the library only and cannot be checked out. Overdue items are charged \$.10 a day and overdue recalled items are charged \$1.00 a day.

XI. Discrimination Policy

The Cleveland Institute of Music Preparatory and Continuing Education Division does not discriminate on the basis of race, color, nationality, sex, ethnic origin, or religious belief in its admission, student aid, scholarship, or other educational policies.



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Billing Policies & Procedures

Revised for 2010-2011

-Please review as billing policies have changed -

The policies and procedures of the Preparatory and Continuing Studies Division have been established in order to assist students in their studies and apply to all students enrolled in this Division.

I. Attendance

1. A student enrolled in the Preparatory and Continuing Education Division agrees to the following:
 - a. To pay for all lessons, whether taken or missed. Instructors are not required to make up lessons missed for student absences. Student absences are not refundable.
 - b. To honor the teacher's request to forfeit future lessons, if the student has excessive absences. No reimbursement for tuition is granted after the first nine weeks of the semester. See section II. Request To Withdraw.
 - c. Be responsible for the yearly \$45 non-refundable registration fee.
2. CIM and its faculty members agree to the following:
 - a. Issue a refund at the end of the semester whenever rescheduling for **teacher's** missed lesson(s) is not possible. Refunds must be requested before the close of the semester.
No refunds will be given for Summer Session.
 - b. All refunds/credits will be considered on a case by case basis; faculty will be consulted.
 - c. CIM will NOT refund for student absences.

II. Request to Withdraw

1. A student may withdraw from lessons at the end of the first half of each semester. Specific dates for each semester are listed in the Prep Calendar. Any withdrawals occurring after the designated withdrawal date will **not** be honored and the student will be responsible for the remaining lessons and fees.
2. A student who withdraws as provided above may receive a refund of prepaid tuition for lessons scheduled for the subsequent half of the semester, provided there are no other outstanding charges for which the billing parties are responsible.
3. The withdrawal process does not pertain to non-prorated programs such as orchestra, Cleveland Youth Wind Symphony, chamber ensembles and Dalcroze Eurhythmics.

III. Withdrawal from Orchestra, CYWS, or Chamber Ensembles

1. Beginning, Preparatory, Youth String Camerata Orchestras, Cleveland Youth Wind Symphonies and Chamber Ensembles are non-prorated programs and withdrawal at the half semester does not apply.
2. Students wishing to withdraw from Beginning, Preparatory or Youth String Camerata Orchestras, Cleveland Youth Wind Symphonies or Chamber Ensembles must submit a written request to withdraw to the Program Administrator. Situations will be reviewed on a case by case basis.
3. If a student withdraws after the program has started, they may not receive a refund, even if the tuition has been prepaid.

IV. Registration Fees

1. Each student will be assessed annually a **non-refundable** registration fee of \$45.00 for the full academic year (fall and spring semesters). A registration fee of \$15.00 will be assessed for summer instruction.
2. Those families with three or more members studying at Cleveland Institute of Music Preparatory Division will only be charged the first two registration fees.
3. **Any adjustments or additions to accounts after the start of term will be charged an additional \$20.00 administration fee.**

V. Tuition Payments

1. A student enrolled in lessons through the Preparatory Division shall pay all tuition **prior to beginning lessons or an ensemble**. Those students who have not paid will not be permitted to receive instruction.
2. Please note that a payment plan is available. More information regarding this plan can be obtained through contacting the business office at (216) 791-5000 x223. Additionally, a payment plan does not invalidate the obligation to pay for the entire semester.
3. Payments, directed to the CIM Cashier (216.791.5000 x223 or in person), may be made by Discover, MasterCard, Visa, American Express, check, cash, or money order. There is a charge of \$35.00 for all returned checks.
4. **If one account in a family has a past due balance all related accounts will be suspended until made current or paid in full. The teacher(s) will be notified to suspend lessons until cleared.**

VI. Financial Aid

Scholarships are available after one year of study at CIM; and are determined by departmental exams, teacher recommendation, merit and need. The process is outlined in the scholarship application.

VII. Helpful Hints

1. Remember to mail your bill at least 7 business days **BEFORE** your due date to make sure payment arrives on time.
2. Tear off remittance slip and write account number on check or money order to make sure proper account is credited.
3. Take notice of the message section of your bill; important information from CIM may be notated.