

CONCORDIA UNIVERSITY CHICAGO

Preparatory and Community Music Program

Academic Calendar 2023-2024

September 5..... Halloween Make-Up

September 6 – 8 Thanksgiving Make-Up

Monday September 11 First Day of Regular Fall Term Lessons

October 9 – 13..... Group Week 1

October 31 Halloween – No Lessons

November 13 – 17 Group Week 2

November 22 – 24 Thanksgiving Recess – No Lessons

Monday December 4 Winter Term Begins

December 18 – 22 Group Week 3

December 23 – January 7 Winter Recess

Monday, January 8 Lessons Resume

Sunday, January 28..... Adult Playing Class

January 29 – February 2..... Group Week 4

February 26 – March 1 CMA Winter Exams, Levels 4-12 – Group Week 5

Monday March 11..... Spring Term Begins

March 23 – 31 Spring Recess

Monday, April 1..... Lessons Resume

Sunday, April 7 PCMP Faculty Recital, 3 PM

April 15 – 19 CMA Spring Practice Exams – Group Week 6

April 29 – May 3 CMA Spring Exams – All Levels

Saturday, May 18 – Sunday, May 19 Student Recitals

Monday May 27 Memorial Day – No Lessons

Monday June 10..... Memorial Day Make-Up

Monday, June 10 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 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 adults but must be pre-arranged at the time of billing.

Tuition is due, 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. 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.

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

Communications

Email is the official method of communication between the PCPP teachers and staff, and their students and students' parents. The PCPP does have a phone line: (708) 209-3141. However, this phone is rigged to take messages and convert them to emails! Individual teachers may welcome texts from you on their personal cell phones, but this is up to each individual teacher. No teacher is required to use their personal phones for this purpose.

To report an absence, parents should email the teacher directly, or leave a message on the PCPP phone line.

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: most often, a 30-minute lesson is recommended, which requires 30 minutes of practice per day
- Grades 6-8: most often, a 45-minute lesson is recommended, which requires 45 minutes of practice per day
- Grades 9-12: most often, a 60-minute lesson is recommended, which requires 60 minutes of practice per day

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