

## PEP Policies – Spring 2022

### Tuition Information (13-week full session) - Limited Space!

Lessons are individual, 30 or 45 minutes in length, and take place at UNH's Paul Creative Arts Center (PCAC). There will be 13 lessons total for the term. Included in the tuition are the Performance Class as well as performance in the Spring Student Recital.

→ Registration opens on December 6 and closes on **January 16**.

→ Lessons begin on the week of January 24.

#### Single student: 30 minutes / 45 minutes

- Taught by current UNH Music Majors: \$228 / \$341
- Taught by graduates of the UNH Music Department: \$240 / \$360

*Families registering more than one student receive a 10% discount.*

### Tuition Information (7-week half-session) – Limited Space!

Lessons are individual, 30 or 45 minutes in length, and take place at UNH's Paul Creative Arts Center (PCAC). There will be 7 lessons total for the term. Included in the tuition are the Performance Class as well as performance in the Fall Student Recital.

→ Registration opens on January 31 and closes on February 27.

→ Lessons begin on the week of March 7.

*Single student: 30 minutes / 45 minutes*

- Taught by current UNH Music Majors: \$123 / \$184
- Taught by graduates of the UNH Music Department: \$140 / \$210

*Families registering more than one student receive a 10% discount.*

### Teacher Assignments

- Students are paired with their teachers at the discretion of Dr. Handelsman. The goal is to match the personality and temperament of the student and teacher, as well as the availability of both parties.

- Parents and students will begin to receive emails from their assigned teachers after they have registered online.
- In the rare case where the pairing does not work, **both the student/parent and teacher have the right to request a change after three (3) lessons.** This allows an adjustment period for both the student and teacher before a change is deemed necessary.
- Returning students may request the same teacher from a previous term, but we cannot always guarantee that the desired teacher will be available.

### Scheduling, Attendance, and Make-up Lessons

#### Scheduling

- Lessons are scheduled between the student/parent and the teacher privately.
- All lessons must take place at the Paul Creative Arts Center at UNH.

#### Attendance

- Both the student/parent and the teacher should contact each other at least 24 hours prior to the lesson if a change needs to be made.
- If the student arrives late to a lesson, the missed time cannot be made up. If a teacher starts a session late, he/she will make sure the full duration is taught.

#### Make-up Lessons

- Both student and teacher are each allowed to make a maximal 3 schedule changes for the full session and 2 changes for the half-session. These lessons should be made up as soon as possible to maintain a steady flow of progress.
- The teacher has the right to deny giving further make-up lessons after the maximum has been initiated by the student/parent and the make-up lessons have been taught. The student will forego any future lessons that he/she cannot attend.
- Similarly, the student/parent has the right to refuse further scheduling changes after the teacher has initiated the maximal number of changes in the term.

### Refund Procedures

- For registrants in a 13-week session, a cancelled enrollment will be refunded (minus a \$50 administrative fee) within 14 days of the session start date. After 14 days, no refund will be provided.
- For registrants in a 7-week session, a cancelled enrollment will be refunded (minus a \$25 administrative fee) within 7 days of the session start date. After 7 days, no refund will be provided.
- Drop requests should be made by the student/parent directly with Dr. Handelsman. This does not guarantee a refund but alerts us that a drop has been requested, and we will contact the student/parent shortly thereafter.

*Updated 12/21*