

Introduction

Participation in *Jefferson @ OSU* programs is both a privilege and a commitment. The generosity of many individual, corporate, and institutional contributors help make these opportunities available. The following policies have been established to insure clarity and consistency for all students and their instructors in making responsible use of our resources.



General Policies

Class Cancellation.

Jefferson @ OSU reserves the right to cancel any class or group instruction for which there is insufficient registration. A full refund will be provided.

Parent/guardian observation:

Parents/guardians are welcome to observe, *silently*, any lesson or class involving their child.

Instructor Assignments:

Jefferson @ OSU assigns the instructors for classes and group lessons, with no choice available to the student. For private lessons, returning students are given priority, until July 15, for re-maining with the same instructor. After that time, all students are matched to an available instructor at the requested level, taking into account preferences and other available information.

Change of Instructor:

Any request to change instructor during the year must be addressed to, discussed with, and arranged by the Executive Director. It is the responsibility of the student to inform the Director if problems arise affecting his/her musical studies. Every reasonable effort is made to respond to individual needs.

Exclusivity:

Instructors for *Jefferson @ OSU* agree they will not accept any student, who has been registered in the program, for study outside *Jefferson @ OSU* until three years after that student has left the program. Student and parents/guardians should not ask instructors to compromise their professional integrity by breaching this understanding.

School Ensembles:

Students who attend schools where there is a school orchestra, band, or choral program are expected to participate in that ensemble, allowing their school music program to also benefit from the student's experience in the *Jefferson @ OSU* program..

Attendance Policy

Attendance:

The student has contracted for the instructor's time, so it is essential to arrive promptly and prepared for each lesson or class. There are no refunds for absences at lessons or classes.

Tardiness:

Lessons and classes for tardy students must end at the scheduled time, in deference to subsequent students. Instructors are obliged to wait no longer than 10 minutes for tardy students, after which an unexcused absence must be recorded.

Student Absence

If a student absence is unavoidable, the *instructor* should be notified twenty four hours in advance, as a courtesy. Less notification or no notification must be considered an unexcused absence. Only one excused absence, caused by an illness or death, can be made up and that must be done before the end of the quarter.

Weather Cancellation/ Instructor Absence

Only in extreme conditions has the OSU Campus been closed because of weather conditions. If weather conditions should necessitate a cancellation of *Jefferson @ OSU* classes and lessons, an e-mail message will be dispatched to parents/guardians, the voice mail at 292-2693 will have the information, and WOSU and WCBE will be asked to broadcast the notice. Any class or lesson canceled by weather conditions will be rescheduled at an announced time.

If an instructor will be absent from a private lesson because of an emergency situation, every effort will be made to contact the student in advance. The instructor will reschedule the lesson if a substitute instructor is not available.

Withdrawal/Refunds

If a family/student is considering withdrawal from the program, the Director would appreciate having a meeting or conversation to discuss the reasons.

Non-attendance in class or for lessons does not constitute withdrawal. In order to remain in good standing, a written notice of withdrawal must be submitted to the *Jefferson @ OSU* office at least two weeks in advance. Giving notification to the instructor is not considered to be withdrawal.

Tuition refunds or credits are not available for withdrawal from either classes or group instruction.

Tuition refunds or credits will be considered for private lesson instruction, but only if the withdrawal procedure has been followed and the withdrawal is necessary for documented health reasons or the family's move from Central Ohio.

Probation/Dismissal

Jefferson @ OSU reserves the right to place on probation or dismiss a student for any of the following reasons: unruly behavior or vulgar speech; frequent absences; unsatisfactory attitude, effort, or progress; nonpayment of fees.

Security matters

Jefferson @ OSU cannot provide supervision for young students before or after their lessons/ classes. Their behavior, property, and personal safety are the responsibility of the parents/guardians at all times. Students and parents/guardians are asked to remain in the designated waiting room or area until the lesson/class time. They should have an agreed location and time to meet promptly afterward.

We urge students to wait inside the building until their transportation arrives, particularly when being picked up after dark. Students are advised against leaving the OSU campus without their parents'/ guardians' knowledge and permission. The OSU Campus Police are on duty 24 hours and may be called any time from the clearly marked call boxes throughout campus or by a 911 call from any phone.



Location

Classes and lessons are generally scheduled in Hughes Hall, 1899 College Road, on the OSU Campus. There is a ramp entrance at the north door. The *Jefferson @ OSU* office is located in Room 310. Graduate Teaching Assistants affiliated with the program have various office locations.

On Saturdays and most weekdays, Room 110 is designated as the Waiting Room. Information and messages will be posted there; coats, books, and cases may be left there; and light refreshments will occasionally be available. On other days, there is seating available on the second and third floor.

Studios for private lessons are primarily located on the fourth floor, with classes and group lessons assigned to rooms throughout the building. In addition to the stairways, a very slow-moving elevator also provides access to all levels in the building.

Other Locations

"Listening is learning too!" Students in the *Jefferson @ OSU* program are encouraged to attend performances by professional artists appearing on concerts throughout Central Ohio. Together with one parent/guardian, students are provided tickets to selected concerts on "*Jefferson's Signature Series*" Chamber Music on Sunday Afternoon at 2pm at the Columbus Museum of Art and the School of Music Campus Concerts in Weigel Hall. Occasional field trips will be scheduled to acquaint students with the University and Columbus Public Library resources, observe professional rehearsals, and perform for a variety of community groups.

