

IMPORTANT INFORMATION FOR NEW MUSIC STUDENTS

Dear Student:

Welcome to CCM Prep. As Music Registrar, I help new students enter into this community of highly trained teachers and performers and answer your questions and concerns about music study at CCM Prep.

Initial contact: Once I talk with you, I will forward your contact information to the teacher who seems the most appropriate for you. That person will contact you directly to discuss scheduling and to agree upon a weekly lesson time and length. If for some reason you do not hear from the teacher within a reasonable period of time, please contact me again at 556-2637 or email me (peggy.grant@uc.edu).

Scheduling and Attendance: Our Program Booklet (on line) contains attendance policies. Please read these policies carefully before you make a final determination about lessons. The Prep schedule provides one week at the end of each semester for make-up lessons, but our teachers are busy professionals and are not always able to accommodate any additional schedule changes. If you have concerns about scheduling, please discuss them with your teacher before you begin lessons. *Please note that we are unable to extend registrations past the semester for which tuition was paid. If you know you will have conflicts, you may choose to sign up for fewer lessons as long as you are able to work it out with the teacher.*

Moving forward: Once you have decided to go forward with lessons, please confirm them with me and then mail, fax, or bring the registration form to the Prep office. You can obtain the form from our office or from our web site (www.ccm.uc.edu/prep). We must have the signed registration form and at least one half of the tuition before the first lesson, or you must bring it with you to the first lesson.

Trial lesson: If you would like a thirty-minute trial lesson, please let the teacher know in advance. Bring with you the registration form and a check for \$50 payable to UC. If you then continue with lessons, that money will be applied toward your tuition.

Payment: The Prep calendars run on two semesters per academic year, and summer lessons are also offered. Payment is due at the beginning of each semester (or whenever lessons start). Our teachers are paid only when the student pays; therefore, it is important to pay the tuition or make payment arrangements before beginning lessons. We do offer a two-payment option with a \$10 processing fee.

We have two levels of tuition payments. Please check to be certain you know which tuition rate your teacher charges. Those who charge a surcharge have an asterisk * beside their names on the faculty roster.

Again, welcome to CCM Prep. If at any time along the way you have questions or other concerns, please do not hesitate to contact me.

Sincerely yours,

Peggy Grant, D.M.A.
Music Registrar
513-556-2637
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www.ccm.uc.edu/prep