

Preparatory Division Program Policies

Thank you for choosing the Schwob Music Preparatory Program for music lessons!

All classes will be held at the Schwob School of Music, located next to the River Center for the Performing Arts at 900 Broadway, Columbus, GA 31901.

We conduct lessons year-round, and we accept new registrants at any time. Lessons are available for all the standard band/orchestra instruments (e.g. flute, violin, saxophone, clarinet, etc.) and for the other popular choices (e.g. piano, voice, guitar, drums).

Lessons are organized into Fall and Spring terms that follow the schedule of the local school district. At the beginning of the Fall term, we provide a calendar that clarifies how many weeks are in each term and any holidays/breaks that we observe. There's also an optional Summer Session that we strongly advise (see "Summer Study" later on this page).

Private lessons

An annual registration fee of \$25 per student is applied to all of our programs. This fee is payable with the initial payment at the time of enrollment and again every calendar year.

We offer both in-person and virtual/remote lessons.

Private Lesson rates are as follows:

- \$30 per 30-minute lesson
- \$45 per 45-minute lesson
- \$60 per 60-minute lesson
- \$25 Annual Registration Fee charged at the beginning of the semester

Once you purchase lessons, you receive "lesson credits" that are yours to use as frequently as you choose. These lesson credits do not expire as long as the tuition remains the same, but will need be adjusted to a combination of new lesson credits and tuition credits if tuition rates increase. For example, if a student had previously purchased three 30-minute lessons at \$26 each (old rate, totaling \$78), these old lesson credits would be converted to two 30-minute lessons at \$30 each (new rate, totaling \$60) + \$18 tuition credit to be used for future lessons.

Group Lessons

We offer a variety of Group Classes, including: Group Piano, Little Mozarts, Eurhythmics, Music Appreciation, Music Theory, and more! Our specific class offerings and schedule are determined at the beginning of each semester.

Tuition for Group Classes is the following for each 6-week session:

- \$99 for students with immediate family affiliated with Columbus State University or Schwob (including current Schwob Prep students or children of CSU faculty/staff).
- \$119 for students not affiliated with CSU or Schwob.

Missed Lessons and Classes

If a lesson needs to be canceled, please notify your instructor at least 24 hours prior to the scheduled lesson. If the instructor is not notified within this time frame, the lesson credit is forfeited.

In the case that a lesson needs to be missed due to health, a family emergency, or because of inclement weather, the lesson is not forfeited. A make-up lesson can be scheduled or that lesson's credit is not used.

If an instructor should need to reschedule a lesson, the instructor will provide parents and/or students with adequate notification. A make-up lesson can be scheduled or that lesson's credit is not used.

If an ongoing conflict with one's regular lesson time develops during a semester, the instructor should be contacted immediately to discuss permanently changing the regular lesson to a more suitable time.

Please note that make-up lessons cannot be scheduled for group classes, regardless of notification. Also, make-up lessons will not be scheduled for other make-up lessons, regardless of advance notification.

Payment

Payment is due before lessons are administered – no lessons will be administered without payment. Lessons are scheduled by semester, with the option of monthly payment installments with no additional charge.

Methods:

- **Online:** When payment is due, an invoice (via email) will be sent that includes a link to our payment portal. The link will take you to the Schwob Music Prep TouchNet store where you can pay for lessons in a "shopping-cart" fashion. Our system does not allow for automatic payments, so invoice emails are a must, and will be sent out when needed.
- **In-Person:** Payment may be made via check and dropped off (during business hours) at the Schwob administrative offices on the first floor of the Schwob School of Music. If paying by this way, please refer to your emailed invoice to know how much to make the check out for.

Refunds are not normally given unless a student cannot use up their lesson credits. Such cases include health concerns or the sudden need to move residency. Other instances will be reviewed on a case-by-case basis.

A late fee of \$10 per week will be applied to any payment due past a grace period of 7 days.

If a lesson is taught and not paid for, an invoice will be sent until payment is made. If payment is not made by the end of the current semester, the invoice will be sent to the CSU Bursar for collections.

Early Withdrawal

No refund will be given if a student withdraws from lessons before the end of the current semester unless a student cannot use their lessons (see above for Refund information).

Also, while the Prep Division does provide an installment plan for tuition payment, this does not eliminate financial commitment if a student withdraws early.

Subject to teacher availability, students are accepted into the private lesson program at various intervals during the semester. In such cases, parents and students are required to make a financial commitment to lessons from the point they enter lessons through the end of that semester.

As a courtesy to our instructors, the Music Preparatory Division office does request notification in case of early withdrawal from lessons. Simply ceasing to attend lessons does not constitute notice of withdrawal.

Communication

The Schwob Prep Coordinator is responsible for all communication regarding program announcements and payment, while scheduling and everything lesson-related is handled by instructors. In either case, parents/students are invited and encouraged to contact the Prep Coordinator or instructor at any time.

You may reach the Prep Coordinator at musicprep@columbusstate.edu.

At the time of scheduling lessons, the Prep Coordinator will have instructors reach out to potential students/parents via email/phone. Please save your instructor's contact information or ask for it at the first lesson. Especially in the case of a lesson cancellation when it is critical to provide instructors with a 24-hour notification, parents are asked to contact the instructor directly.

Health and Safety

Schwob Music Prep takes our students' health and safety seriously. We require all parents and students to read and sign a Safety Waiver at the time of registration to understand the steps we're taking to protect everyone.

Miscellaneous Items

Location: In-person lessons will be held at the Schwob School of Music, located at 900 Broadway, Columbus, GA 31901. Students are requested to enter the building through the main entrance to the Schwob School of Music (visible from the corner of 9th Street and Broadway) where your instructor will meet you in the lobby and walk you where you'll be having your lesson. Virtual/remote lessons will be set up via the instructor's and student's method of choice at the time of scheduling lessons.

Parking: Free two-hour parking is available on the streets surrounding the River Center. Free parking is also available in the city-owned parking garage, which is located on Broadway directly across the street from the RiverCenter.

Waiting: Waiting areas with tables and chairs can be found by the stairwell on the first floor. You may also wait by using the chairs in the lobby or, for parents/guardians, outside your child's lesson room.

Summer Study: The length of break between the close of lessons in the spring and the beginning of lessons in the fall is long, especially for younger children. For this reason, our summer session is a necessity, and we encourage all students to enroll in it. Not only is summer an excellent time to move ahead in all areas, but it also makes progress possible in the fall without extensive review. Recognizing the need for vacation time during the summer, the student is given more flexibility to reschedule lessons during the summer semester.

Inclement Weather and School Closings: The Schwob School of Music Preparatory Division typically follows Columbus State University regarding closings due to inclement weather. Please check online as well as with your instructor for the latest updates. Lessons canceled due to official closings will be rescheduled.

Questions, Comments, or Concerns?

If you have any questions, comments, or concerns, please contact us at musicprep@columbusstate.edu.