

2019-2020 Academic Year Waiver

The minor student(s) and/or myself (_____) included in this registration has/have my permission to participate in classes and/or lessons, including one-on-one private instruction, whether on or off campus at satellite locations or instructors' homes and teaching studios, at the University of Cincinnati College-Conservatory of Music Preparatory and Community Engagement. I understand there are risks and that I/my child/ward participates in this program at my/his/her/ their own risk, and that the University of Cincinnati will not be responsible for medical expenses incurred as a result of my/my child's/ward's participation. I understand and accept the policies of CCM Preparatory (available online at <http://ccm.uc.edu/prep/registrationinfo.html>) and accept responsibility for charges and fees incurred.

I allow CCM Preparatory to use photos, video and recordings made at CCM or at CCM Preparatory functions involving the individuals hereby enrolled unless I withdraw this consent in writing to the Assistant Dean.

Withdrawals and Refunds

I understand:

- there are **no refunds** for classes, ensembles, shared or group lessons except in exceptional situations and when approved by the Assistant Dean. Registration, application and audition fees are non-refundable. A student who withdraws due to illness or injury must submit a written statement from a physician to be eligible for a refund if approved.
- Private lessons for new students may be terminated for any reason before the completion of the third lesson. After the third lesson, there are no refunds except in exceptional situations and when approved by the Assistant Dean.
- Communicating intent to withdraw only to faculty or staff members, or simply not attending classes or lessons, will not be construed as withdrawal nor invalidate the student's obligation to pay for all registered lessons.
- Refunds cannot be processed until the withdrawal process has been completed. To withdraw from any program, the teacher must be notified of the intent to withdraw and a withdrawal request must be made in writing and approved by the Assistant Dean.
- Withdrawals and approved refunds are calculated from the date the withdrawal form is received.

A \$20 late fee is applied to the student's account one month after payment is due unless arrangements have been made by contacting the CCM Preparatory office at 513-556-2595 or emailing ccmprep@uc.edu. Students who have outstanding bills may not be eligible to participate in recitals and performances and may be blocked from future registrations. Discounts will be removed if a payment is not received within 60 days of its due date.

Per UC policy, any bill more than 120 days overdue must be turned over to the university collections agency or certified to the Ohio Attorney General. The Ohio Attorney General and/or their collection agencies will assess collection fees and interest to the account holder. The Ohio Attorney General may assign the account to a third-party collection agency or special counsel and additional collection costs will be added. The Ohio Attorney General and UC together may compromise any debt so assigned.

Signature _____ Date _____

