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## **Coker Community Music Program: Policies & Procedures Spring Semester 2025**

### **Registration**

Registration for all programs is for one academic term or semester (12 weeks) and tuition is assessed for the full term. There is a \$15 registration fee each semester for all new and returning students. Classes and lessons may be prorated after the start of the term.

**PRIVATE LESSON** students must be placed with a teacher prior to registration. Students will be placed with instructors according to preference, subject to instructor availability. New students are admitted on a rolling basis and register for the number of lessons remaining through the end of the term, or by prior teacher approval.

### **Billing and Payment - General**

Students must register in order to participate in each program. For private lessons, tuition varies depending on the length of the lessons and the level of the instructor (Coker Faculty, Senior Teacher, or Associate Teacher). Once assigned an instructor, students will be billed for the semester. Students are considered to be registered when their registration fee and first tuition payment is received.

Registration materials and applicable fees must be received and processed before students can attend lessons or classes. Payment for tuition is due in 2 installments:

- 1) The first installment is due no later than Tuesday, January 21, 2025.
- 2) The second installment is due halfway through the semester no later than Monday, March 10, 2024.

\*Students may opt to pay the entire semester's tuition by Tuesday, January 21, 2025; in this case, a discount of 10% off tuition will be applied.

\*\* *A late fee of \$15 will be assessed for any payments past the deadline.* Students are not able to attend or enroll in CCMP activities while bills are outstanding. Unpaid and/or past-due balances may result in participant ejection from the program or prohibit future enrollment in CCMP programs.

\*\*\* Please note: Teachers do not handle student registration or payments. Please contact Dr. Elizabeth Holmes, Director of the Coker Community Music Program, at [eholmes@coker.edu](mailto:eholmes@coker.edu) or at (843) 383-8269 for assistance with registration and/ or payment.



## Methods of Payment

**Cash** is accepted with the CCMP Director (Music Building Room 104). Please note that the Director is unable to provide change. Do not mail cash.

**Credit Card Payments** are accepted online; VISA, MasterCard, Discover, and American Express are accepted. Payments may be made at:  
<https://www.coker.edu/programs-degrees/music/community-music-program/ccmp-payment-only/>

Please be sure to include the student's name in the payment message. This secure site enables credit card payments. We are not able to offer "pay as you go" billing.

**Checks** should be made payable to the Coker Community Music Program.

Mail to: Dr. Elizabeth Holmes  
Coker Community Music Program  
300 E University Avenue  
Hartsville, SC 29550

Checks returned for insufficient funds or stop payment will result in a \$25 fee.

## Attendance

**GENERAL** No refunds will be given for classes missed by students.

**PRIVATE LESSONS** Students will receive makeup lessons for unplanned school closures and teacher absences. Teachers are not obligated to make up lessons or classes missed by students.

**ENSEMBLES AND GROUP CLASSES** No refunds or makeups will be issued for student absences.

## Conduct

Coker Community Music Program has a long-standing tradition of a student, faculty, and staff community who pursue excellence through the performing arts. As a facet of Coker University, CCMP students agree to uphold the following tenets of the Coker University Student Covenant:

- Conduct myself with INTEGRITY and be responsible for my actions and their consequences.



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- RESPECT the rights, property, culture, and beliefs of others.
- Engage myself as an honorable SCHOLAR inside and outside of the classroom.
- Hold myself and others accountable for the SUSTAINABILITY of our environment.
- Offer my knowledge and creativity to SERVE my community.
- CONTRIBUTE to the wider world through a continued pursuit of knowledge.

Students who do not uphold these tenets will be subject to discontinued services to which the CCMP holds the rights. Any behavior, either verbal or physical, which disregards or demeans the self-esteem of others is unacceptable and will not be tolerated. Other examples of misconduct include, but are not limited to, theft; physical or verbal aggression; possession, distribution, or use of illegal drugs; disrespectful behavior; or any other behavior deemed unacceptable by the CCMP.

### **Directions/ Parking**

All Coker Community Music Program classes and lessons must take place at the Margaret Coker Lawton Music Building on the main Hartsville Campus of Coker University. Please park in the LITC parking lot across the street from the Charles W. and Joan S. Coker Library-Information Technology Center. You may find more parking information and a campus map here:

<https://www.coker.edu/offices-services/campus-map/>

### **Complimentary Tickets**

Students registered for lessons or classes through the CCMP are eligible for complimentary or discounted tickets to all Coker University Dance, Music, and Theater events. Please simply indicate CCMP student status at admission for ticket discount.

### **Inclement Weather Policy**

The effects of a storm can result in cancellation or delay of scheduled classes. If there is an alteration to Coker's normal operations, the University has a number of options that can be utilized. The communication of such scheduled changes will be accomplished by utilizing the following media:

**TV Stations:** WPDE; WBTW; WMBF

**Recorded phone numbers:** 843-383-8000 843-383-8010 843-383-8012 843-383-8017

**Web site:** [www.coker.edu](http://www.coker.edu)

**Text message notification:** <https://coker.edu/alerts> to sign up.

**Coker University email notification:** <http://mail.coker.edu>



**Day Classes are Canceled:** An announcement will be made no later than 6:00 a.m. concerning the cancellation of all Day classes.

**Evening Classes are Canceled:** Notification concerning the cancellation of evening classes will be accomplished using the same media as our day procedure. Notification of cancellation for evening classes will occur no later than 3:00 p.m. on days when inclement weather appears to be a factor.

### **Disability Services**

Most facilities on campus are accessible to the physically disabled. When barriers do exist, special arrangements are made to schedule classes or other activities in accessible locations. Questions or comments related to services for the disabled should be addressed to the Coordinator of Disability Services, Jennifer Rhodes, who can be reached at (843) 383-8012.

### **Indemnification**

The student and parent/guardian will not hold Coker University (CU), including its regents, officers, employees, and volunteers, responsible for any loss or damage of personal property while attending or participating in any CCMP program. Student and parent/ guardian release, and will hold harmless and indemnify CU from and against any claim, demand, action, or judgment that student and parent/guardian or any other person ever had or may have against CC, for any loss, cost or expense (including attorney's fees) or damage or injury known or unknown, real or personal, sustained by student and parent/guardian while in attendance or participating in any CCMP program. Student and parent/guardian willfully assume any physical injury risk to the student that is inherent to training.

Student and parent/guardian grant consent for any CCMP instructor to apply physical contact to the student for the purpose of making any technical correction that is appropriate for instruction according to accepted artistic practices. Student and parent/guardian authorize CU to obtain any medical treatment that the student needs in connection with CCMP training. Student and parent/guardian will pay all or whatever amount that treatment costs and will also hold harmless and indemnify the CU from any claim, cause of action, damage, or liability arising out of or resulting from that medical treatment.



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## **Frequently Asked Questions**

### **Do you offer “pay as you go” lessons/classes?**

We do not offer “pay as you go” billing or registration. However, we do offer payment in 2 installments. Students who pay for the entire semester up front receive a discount of 10%.

### **What is your withdrawal process?**

We want to ensure that all families are well taken care of in the case of withdrawal. As such, all requests for withdrawal must be submitted in writing to the CCMP Director and made by the parent, guardian, or adult student. Communication with CCMP faculty other than the Director does not fulfill this requirement. Absence and/or verbal notice are not sufficient for withdrawal notification.