

CMS Detroit
Registration: Fall 2011

Those applying for financial aid need the following materials:

Financial Aid Form
Registration Form
Student Policies and Procedures
Parent General Assent Form
Student General Assent Form

Those NOT applying for financial aid need the following materials:

Registration Form
Student Policies and Procedures
Parent General Assent Form
Student General Assent Form



MSU Community Music School Confidential Application for Financial Aid

Application Deadlines: Fall Semester 2011: September 10
Spring Semester 2012: January 20
Summer Semester 2012: May 11

Student Name: Last First M.I.

The CMS Confidential Application for Financial Aid consists of four components: (I) Financial Information Form (II) Registration Form (III) a copy of your most recent 1040 tax form or other proof of income and (IV) \$20 deposit towards the tuition. It is the responsibility of the applicant or applicant's parent/guardian to see that all items are completed and returned to CMS by the published deadline listed above. Only complete applications are considered. All financial information is kept strictly confidential.

Financial aid awards are deducted from total tuition charges; no money changes hands from CMS to aid recipients. Awards are granted for the entire school year based on registration for two 17-week semesters (CMS East Lansing) and two 15-week semesters (CMS Detroit). Registration for less than 17 or 15 weeks will result in a prorated award based on the number of lessons registered for. Financial aid for summer must be applied for separately during the spring semester.

Students will be notified in writing by September 16 regarding their award status. New students will be notified within one week of submitting a completed financial aid form. Applications received after the due date will be considered as long as financial aid funds are available.

Withdrawal from any program during the semester for any reason except for special circumstances approved by the Community Music School Director will result in revocation of the financial aid award. Approved withdrawals will result in prorated-aid according to the number of lessons/classes/rehearsals received at the date of withdrawal. In some cases, an additional payment may be required. Early withdrawal without the approval of the Director will result in revocation of the financial aid and full payment will be required. This is based on the CMS East Lansing refund policy for private lessons: withdrawal from lessons before November 1 will result in a refund or credit of 8 lessons for the fall semester tuition and no charge for the spring semester. Withdrawal from lessons for the spring semester before April 1 will result in a refund or credit of 8 lessons. Refunds for classes or ensembles at CMS East Lansing and CMS Detroit are not possible after the first class/ensemble meeting.

The acceptance of financial assistance from CMS carries with it an obligation on the part of the student to attend groups or sessions on a regular basis and work diligently on making progress in his/her principal area of study. The CMS reserves the right to discontinue the award and lessons to any student whose work or behavior is deemed unsatisfactory.

Award of financial aid for 2011-12 does not guarantee assistance in the future. Financial aid applications must be completed each year. A parent or guardian of each financial aid recipient will be required to sign a letter of agreement accepting the financial aid and to return it within two weeks of notification of the award.

Completed forms must be mailed or hand-delivered in hard copy to:

Administrative Assistant
MSU Community Music School
841 Timberlane St., Suite B
East Lansing, MI 48823

or

Administrative Assistant
MSU Community Music School-Detroit
3408 Woodward Ave.
Detroit, MI 48201

For Director's Use Only

Date Application Received:

Financial Aid Awarded: Fall Semester \$ Spring Semester \$ Summer Semester \$

Section I: Financial Information

PLEASE PROVIDE ANSWERS TO THE FOLLOWING:	Actual 2010 Tax Year	Estimated 2011 Tax Year
1. What is your total household gross income? <i>(Form 1040, 1040A or 1040EZ) (Copy of tax return may be requested)</i>	\$	\$
2. Non-taxable income – Please check all categories that apply to you: <input type="checkbox"/> Social Security Benefits <input type="checkbox"/> Unemployment Compensation <input type="checkbox"/> Family Gifts or Support <input type="checkbox"/> Interest on Tax-Free Bonds <input type="checkbox"/> Child Support <input type="checkbox"/> Untaxed Portions of Pensions <input type="checkbox"/> Welfare <input type="checkbox"/> Housing Allowance	\$	\$
3. TOTAL INCOME <i>(add lines 1 and 2)</i>	\$	\$
4. Dependents: Please indicate the <u>total</u> number of persons living within your household dependent on this income:		TOTAL # OF DEPENDENTS
5. College Tuition: Please indicate the total costs of all dependents attending a higher learning institution for the current school year: <i>(actual amount paid out-of-pocket after financial aid)</i>		TUITION
5. Unemployment: Enter the number of months the primary and/or secondary wage earner has been unemployed this current calendar year:		PRIMARY
		SECONDARY
6. Other: Please list any other extenuating circumstances that qualify your need for financial aid: <i>(please attach additional documentation if applicable)</i>		

Required Question

- How much can you contribute towards the tuition?: _____
(Your application will not be considered complete unless this question is answered)

Affirmation of Application

Please confirm with the checklist below that you have completed all sections and included the following with your application:

- Section I: Family Information Form
- Section II: Registration Form
- Section III: Proof of income (1040 Tax Form)
- Section IV: \$20 tuition deposit
- Signature

Your application will be incomplete and not considered for aid without each of the above. The signatures below affirm that the information contained herein is accurate, true and complete to the best of knowledge. For students under the age of 18, a parent/guardian signature is required.

Signature		Date	
Relationship to Student (Parent/Guardian)			



MSU Community Music School – Registration Form

MSU Community Music School
 841-B Timberlane St.
 East Lansing, MI 48823
 Phone: (517) 355-7661
 Fax: (517) 355-3292
 www.cms.msu.edu

MSU Community Music School-Detroit
 3408 Woodward Ave.
 Detroit, MI 48201
 Phone: (313) 578-9716
 Fax: (313) 578-9701
 www.cms.msu.edu

Date: _____

New Family
 Returning Family
 Fall
 Spring
 Mini Semester
 Summer

Parent/Guardian/Adult Student Name(s): _____

Last _____ First _____
 Last _____ First _____

Address: _____

Street _____ City _____ State _____ Zip _____

Phone: _____ **Email:** _____

Day _____ Evening _____

Place of Employment: _____ **Work Phone:** _____

Place of Employment: _____ **Work Phone:** _____

How did you hear about CMS? _____

Student Name/ Birth Date	Course/Teacher	Semester	Day/Time	Lesson/Class Length	Price	Number of weeks	Total Tuition

Total Due \$ _____

Payment Terms: _____ Lump Sum (full year) _____ Lump Sum (by semester) _____ Monthly (plus \$20.00 fee)

Payment Method: _____ Credit Card _____ Check/Cash

I authorize the MSU Community Music School to charge my credit card (CMS does not keep credit card numbers after they have been charged):

Card Number _____ Exp. Date _____

Signature _____ Today's Date _____

Confidential Medical Treatment Information/Authorization

Yes No

- Does the student have any chronic health problems or illnesses? _____

- List any medications he or she is now taking for treatment of any medical problem. _____

Are there any other special needs or concerns CMS should know about the student? _____

Emergency Contacts in Preferred Calling Order:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Official Medical Treatment Authorization:

I (parent/guardian/adult student), _____ recognize that while attending this program, medical treatment on an emergency basis may be necessary for my child or myself, and I further recognize that MSU Community Music School staff may be unable to contact me for my consent for emergency medical care. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the circumstances and to assume the expenses of such care. I also authorize the medical facility to release any and all information required to complete insurance claims and also authorize insurance payment directly to the medical facility.

Signature (Parent/Guardian/Adult Student) Date

Consent to Participate at CMS (for students under 18 years of age)

I am the parent or legal guardian of _____ and I consent and authorize permission that he/she is permitted to engage in lessons, classes, performances, and other related activities at the MSU Community Music School. I understand that I am fully responsible for my student at all times while on the CMS premises.

Signature (Parent or Guardian) Date

Media Information

CMS uses photography and video to document lessons, classes and events. These photos may be used in brochures, advertising or public relations activities. Photographs featuring registered students are considered eligible for publication or public use unless a student (or parent/guardian of a student under age 18) submits a Request for Non-Use form, available through the Registrar.

Signature (Parent/Guardian/Adult Student) Date

Approval of Student Policies and Procedures

My signature below indicates that I have received and understand the student policies and procedures of the Michigan State University Community Music School and I agree to their terms. I understand that if the required signature below is not received, the student may not attend until a signature is returned, and there will be no refunds for lessons, classes, or ensemble rehearsals missed due to non-receipt of the required signature.

Signature (Parent/Guardian/Adult Student) Date



MSU Community Music School Detroit 2011-12 Tuition Rates

Class and Ensemble Rates

Adult Beginning Group Piano	\$150/sem.
Adult Beginning Guitar	\$150/sem.
Aspiring Musicians Program	\$80/sem. or \$150/year
MSU Youth Jazz@CMS-Detroit	\$150/sem. or \$275/year
Music Building Blocks for Babes	\$155/sem.
Music Time for Tots	\$155/sem.
New Horizons Band	\$115/sem. or \$225/year
New Horizons Band Jazz Combo	\$115/sem. or \$225/year

Music Therapy Rates

Adult Recreational MT	\$255/sem.
Creative Movement	\$255/sem.

Individual Music Therapy

30 Minutes	\$390/sem.
45 Minutes	\$540/sem.
60 Minutes	\$720/sem.

Music Lessons for Special Needs

30 Minutes	\$360/sem.
45 Minutes	\$540/sem.
60 Minutes	\$720/sem.

Michigan State University Community Music School-Detroit Student Policies and Procedures

Registration

The CMS-Detroit academic year consists of two 15-week semesters (fall and spring) and a summer session. Fall semester begins September 13, 2011 and ends January 14, 2012. Spring semester begins January 24, 2012 and ends May 5, 2012. Please check the exact start and end dates for the program(s) in which you are participating as they differ from program to program.

Attendance

Regular attendance is expected. Full tuition is due for all scheduled lessons/classes/sessions, even those missed by the student. Lessons/classes/sessions missed due to faculty absence or school closings caused by weather will be rescheduled at a mutually convenient time. Faculty are not obligated to make up lessons/classes/sessions missed by students. Refunds will not be granted for student absences.

Tuition Payment Options

Three payment options are available to choose from:

Option I (1 payment): All tuition is paid at the time of registration.

Option II (2 payments): Tuition is paid at the beginning of each semester.

Option III (Monthly Payments): The first payment is due at the time of registration. Remaining payments by check, cash, or credit card are due by the first of each month September – May.

Spring registrants only: pay one-fourth tuition at registration with remaining payments due on the first of March, April, and May.

Statements are mailed on the 15th of the month and payments are due on the 1st of the month.

Installment Payment Fee:

A processing fee of \$20 will be added to each account using the monthly payment option.

All registrations include a non-refundable registration fee of \$20 per student.

Late Fee:

A \$25 late fee is assessed on all past-due accounts. Accounts over due by 90 days will be sent to collections.

Withdrawal

A notice of withdrawal by phone or in writing must be submitted to the CMS-Detroit Registrar for a student to be withdrawn. Notifying the teacher is not sufficient. Students may not withdraw from classes or ensembles for credit or refund once the semester begins.

Tuition Assistance

CMS-Detroit awards limited financial aid to students based on need. Aid funding is limited each semester and awarded in order of application. Applications received after the due date will be considered as long as financial aid funds are available. Documentation of household income on an IRS tax form 1040 from the previous year must be submitted with the application form.

Fall Financial Aid application deadline: September 10, 2011
Spring Financial Aid application deadline: January 20, 2012
Summer Financial Aid application deadline: May 11, 2012

Withdrawal from any program during the semester for any reason except for special circumstances approved by the Community Music School Director will result in revocation of the financial aid award. Approved withdrawals will result in prorated aid according to the number of lessons/classes/rehearsals received at the date of withdrawal. In some cases, an additional payment may be required. Early withdrawal without the approval of the Director will result in revocation of the financial aid and full payment will be required. Refunds for classes or ensembles are not possible after the first class/ensemble meeting.

Office Hours

The CMS-Detroit office hours are Tuesday and Wednesday 11:00 a.m. - 7:00 p.m., and Saturday 9:00 a.m.-12:00 p.m. Office hours during the summer are Tuesday and Wednesday 11:00 a.m. – 5:00 p.m. If you need assistance outside of these hours, please call the East Lansing office at (517) 355-7661, Monday - Friday 8:00 a.m. - 5:00 p.m.

School Closings

In the event of inclement winter weather, classes will be rescheduled when possible or account credits will be arranged. When CMS-Detroit is closed, announcements will be posted on our website and outgoing phone message as well as on school closing lists with local radio and television stations. Please remember that CMS-Detroit closes independently of area schools, including Detroit Public Schools. If you have any question about whether or not CMS-Detroit is closed, you should check the website (www.cms.msu.edu) or call the office.

Media Release

CMS-Detroit uses photography and video to document lessons, classes and events. These photos may be used in brochures, advertising or public relations activities. Photographs featuring registered students are considered eligible for publication or public use unless a student (or parent/guardian of a student under age 18) declines to authorize this use when registering for classes.

H1N1 Policy

Students/teachers should stay home if they have symptoms of possibly severe illnesses that they might be able to spread to others. Students with influenza-like-illness, which is a fever of 100° Fahrenheit or higher plus a sore throat and/or cough need to stay home until they have been fever-free (temperature below 100° Fahrenheit without using fever medicines) for at least 24 hours.

Approval of Policies and Procedures

All students and their responsible parties must verify in writing that they understand and accept the policies and procedures of the MSU Community Music School-Detroit before their first lesson, class, or ensemble rehearsal.

Students registering in person will receive a copy of the policies and procedures and will be required to sign an approval form at that time.

Students registering over the phone and online will receive a copy of the policies and procedures and an approval form in the mail. The approval form must be signed, dated, and returned to the registrar within two weeks of the first lesson, class, or ensemble rehearsal. If the signed approval form is not received within two weeks of the first lesson, class, or ensemble rehearsal, the student may not attend until the form is returned, and there will be no refunds for lessons, classes, or ensemble rehearsals missed due to non-receipt of the approval form.

**PARENT/GUARDIAN CONSENT FORM
For Students ages 11 to 17**

WHY IS THIS STUDY BEING DONE AND WHAT WILL HAPPEN IF I AGREE TO LET MY STUDENT PARTICIPATE?

Your student is participating in a program that provides intensive, sequential, high-quality music education. Michigan State University Faculty, professional musicians from the community and/or MSU student mentors know that this program can increase your student's musicianship (skills such as sight-reading, music theory and playing their instrument). They will be measuring those improvements using the same tests and approaches that many music teachers use.

This study focuses on a different type of improvement. Researchers at MSU want to see what other positive changes occur in young musicians' lives along with improvements in their knowledge of music and their instrumental performance. These other changes include things like your student's plans for the future, how well they get along with others and how they can work as a member of a team.

Because your student is participating in this music program, he or she is being asked to complete two surveys:

1. A 20-minute survey toward the end of spring term 2011. In addition to the topics mentioned above, students will be asked things like: how well they are doing in school and how important school is to them, how their friends do in school, how many hours they practice, do they do risky things (without naming what those things are), if the other kids in the program help them, if the mentors were easy to talk to, and would they recommend this program to their friends.
2. For those students who choose to attend the 2011 summer on-campus residential camps, a 15-minute survey that asks their opinions about this intensive experience will be completed. Students will be asked about their experience living in the dorms as well as what new music-related (such as improve their improvisation skills) and non-music (such as leadership) skills they gained.

We will give you and your student the results from this study in several ways. The full report will be posted on MSU's web site at <http://outreach.msu.edu/CERC>. A 1-2 page Fact Sheet will be offered to both the MSU College of Music and CMSDetroit for posting on their web sites and their distribution.

DOES MY STUDENT HAVE TO PARTICIPATE IN THIS STUDY?

Your student's participation in this research study is completely your choice. You have the right to say no. If you say yes now, you also have the right to change your mind at any time and remove your student from the study.

If you say yes now on your student's behalf, your student has the right to say no later when the surveys are distributed. He or she also has the right not to answer any question on those surveys.

Your student's participation in this study has no effect on the music education they receive. They will be able to gain all the benefits from studying and playing music whether or not they complete the surveys.

There are no costs to you or your student for participating in the study.

ARE THERE RISKS?

We don't think there are any risks in this study. But your student is always free to skip any questions we ask.

ARE THERE ANY BENEFITS?

Again, we don't think there are any direct benefits to your student from participating in this study. However, the information he or she provides should help us improve the music education and may help us convince schools and youth organizations to offer similar intensive music education experiences for students like yours.

WHAT ABOUT MY STUDENT'S PRIVACY?

Your student's participation in this study is confidential. That means that the MSU researchers will know who is in the study, but your student's name will never be used in any public presentation or publication about this study. All paper documents will be kept in locked file cabinets in locked offices at Michigan State University. All electronic documents will be kept on pass-word projected computers in locked offices, also at MSU. This information will only be accessible to researchers and research staff working with this project and the IRB

Using these procedures means that there is a very small chance of others finding out anything personal about your student. Information about your student will be kept confidential to the maximum extent allowable by law.

WHO DO I CALL WITH QUESTIONS ABOUT THE STUDY OR TO REPORT ANY PROBLEMS?

If you have any questions about the study, or wish to report a problem, please contact the principal investigator, Celeste Sturdevant Reed, Ph.D., by phone: 517-432-8439, fax: 517-432-9541, email: csreed@msu.edu, or regular mail: Kellogg Center, Garden Level, East Lansing, MI 48824.

If you have any questions about your student's rights as a study participant, or are dissatisfied at any time with any aspect of this study, you may contact – anonymously if you wish – the Michigan State University's Human Research Protection Program by phone: 517-355-2180, fax: 517-432-4503, or email: irb@msu.edu, or regular mail at 207 Olds Hall, MSU, East Lansing, MI 48834.

INFORMED CONSENT

Your student's participation in the study

Please check the "yes" box and sign below if you voluntarily agree to have your student participate in this study.

Please check the "no" box and sign below if you do not agree to have your student participate in this study.

- Yes, I voluntarily AGREE to have my student participate in the study.**
 No, I DO NOT AGREE to have my student participate in the study.

Please sign in Your name (*Parent/Guardian*)

Today's Date

Please PRINT Your Student's Name

Youth@CMS

STUDENT ASSENT FORM For Students ages 11 to 17

WHY IS THIS STUDY BEING DONE AND WHAT WILL HAPPEN IF I AGREE TO LET MY STUDENT PARTICIPATE?

You are participating in a program that provides intensive, sequential, high-quality music education. Michigan State University Faculty, professional musicians from the community and/or MSU student mentors know that this program can increase your musicianship (skills such as sight-reading, music theory and playing their instrument). They will be measuring those improvements using the same tests and approaches that many music teachers use.

This study focuses on a different type of improvement. Researchers at MSU want to see what other positive changes occur in young musicians' lives along with improvements in their knowledge of music and their instrumental performance. These other changes include things like your plans for the future, how well you get along with others and how you can work as a member of a team.

Because you are participating in this music program, you will be asked to complete two surveys:

1. A 20-minute survey toward the end of spring term 2011. In addition to the topics mentioned above, you will be asked things like: how well you are doing in school and how important school is to you, how your friends do in school, how many hours you practice, do you do risky things (without naming what those things are), if the other kids in the program help you, if the mentors were easy to talk to (in programs that have mentors), and would you recommend this program to your friends.
2. Those of you who attend the summer residential music camp will complete a 15-minute survey that asks their opinions about this intensive experience.

You will get the results from this study in several ways. The full report will be posted on MSU's web site at <http://outreach.msu.edu/CERC>. A 1-2 page Fact Sheet will be offered to both the MSU College of Music and CMSDetroit for posting on their web sites and their distribution.

DO I HAVE TO PARTICIPATE IN THIS STUDY?

Your participation in this research study is completely your choice. You have the right to say no. If you say yes now, you also have the right to change your mind at any time and remove yourself from the study. You also have the right to answer some, but not all, of the questions on the surveys.

Your participation in this study has no effect on the music education you receive. You will be able to gain all the benefits from studying and playing music whether or not you complete the surveys.

There are no costs to you for participating in the study.

ARE THERE RISKS?

We don't think there are any risks in this study. But you are always free to skip any questions we ask.

ARE THERE ANY BENEFITS?

Again, we don't think there are any direct benefits to you from participating in this study. However, the information you provide should help us improve the music education and may help us convince schools and youth organizations to offer similar intensive music education experiences for students like you.

WHAT ABOUT MY PRIVACY?

Your participation in this study is confidential. That means that the MSU researchers will know who is in the study, but your student's name will never be used in any public presentation or publication about this study. All paper documents will be kept in locked file cabinets in locked offices at Michigan State University. All electronic documents will be kept on pass-word projected computers in locked offices, also at MSU. This information will only be accessible to the researchers and research staff working with this project and the IRB.

Using these procedures means that there is a very small chance of others finding out anything personal about you. Information about you will be kept confidential to the maximum extent allowable by law.

WHO DO I CALL WITH QUESTIONS ABOUT THE STUDY OR TO REPORT ANY PROBLEMS?

If you have any questions about the study, or wish to report a problem, please contact the principal investigator, Celeste Sturdevant Reed, Ph.D., by phone: 517-432-8439, fax: 517-432-9541, email: csreed@msu.edu, or regular mail: Kellogg Center, Garden Level, East Lansing, MI 48824.

If you have any questions about your student's rights as a study participant, or are dissatisfied at any time with any aspect of this study, you may contact – anonymously if you wish – the Michigan State University's Human Research Protection Program by phone: 517-355-2180, fax: 517-432-4503, or email: irb@msu.edu, or regular mail at 207 Olds Hall, MSU, East Lansing, MI 48834.

INFORMED CONSENT

Your participation in the study

Please check the "yes" box and sign below if you voluntarily agree to participate in this study.
Please check the "no" box and sign below if you do not agree to participate in this study.

- Yes, I voluntarily AGREE to participate in the study.***
 No, I DO NOT AGREE to participate in the study.

Please sign Your name

Today's Date

Please PRINT Your Name