Welcome to the Judson Community Music School! We are pleased to have you as a student. We want to make sure that you get the most out of your time with your Teacher, and that your Teacher’s time is respected, so we have developed a few policies to ensure a good relationship.

1.) Lesson Cancellation: If the Teacher must cancel a lesson, the Teacher is responsible to give the Student twenty-four hour notice of the cancellation, if possible. Teachers are obligated to make up any lesson they must cancel. If the Student must cancel a lesson, the Student should give the Teacher twenty-four hour notice, if possible. If the Student does not give, or is unable to give, twenty-four hour notice; the Teacher will decide whether or not a lesson will be made up. Teachers will, however, make up one lesson per semester if a Student must cancel due to illness. No refund of lesson fees is permitted (except as noted in (3) below). For your convenience, there is a Make-up Week provided at the end of each semester.

Student and Teacher should exchange contact information at the first lesson: Any lesson cancellations should be handled between the Teacher and Student; please do not call or e-mail the JCMS Administrator for this purpose unless contact was not able to be made between Teacher and Student.

2.) Payment of Lesson Fees: You may elect which payment option best fits your budget: Full Term or Two Installments. Only checks or cash are accepted. Please make checks payable to “Judson University” and give your payment to your Teacher at the first lesson. Subsequent payments should be given to your Teacher at the beginning of each 6-week billing period. NOTE: Payment for a lesson must be received before the Teacher is allowed to give the lesson.

3.) Refund of Lesson Fees: While refunds are generally not permitted, there will be a two week trial period allowed during which time you may receive a refund should you choose to discontinue lessons. We do ask that you pay for any lessons received during this trial period.

4.) Problem Resolution: Please feel free to contact Dr. Sojung Hong, JCMS Director, at shong@judsonu.edu or 847.628.1113 if you have a Teacher or music-related issue you wish to discuss. If your issue is administrative in nature, please contact Mariclare Dempsey, JCMS Administrator, at mariclare.dempsey@judsonu.edu or 847.565.9136. We want you to have a good experience at Judson and will try our best to resolve any problems that may arise.

5.) Recital: The Recital at the end of each semester is a good way for Students to gain confidence in their ability to perform in front of an audience; however, the Recital is not mandatory. The Teacher, Parent and Student may decide what is best for the Student.

6.) Administrative Fee: The Administrative Fee consists of federal payroll tax, a small recital fee to cover beverages and certificates, and a facility usage fee.

7.) Parking: Please avoid parking in Staff or Cabinet Parking before 5 pm. The best place to park prior to 5 pm is by the tennis courts, just beyond Lindner Commons (cafeteria). There is a walkway up the hill to the Thompson Center.