

Jackson Symphony Orchestra Community Music School

Financial Assistance Scholarship Application

To be considered for a scholarship, the entire application (including all documents requested on this application) and online registration form must be completed. Scholarships are awarded on a rolling basis until all funds have been distributed. ***This application covers the school year and the following summer session. Reapply in late-July each year.***

Student Name(s) _____

School Year (i.e. 25/26): _____

Private Lesson Instrument(s) and/or Group Class Name(s) _____

Guardian's Name _____ Employer _____

Second Guardian's Name _____ Employer _____

Address (where student primarily resides):

_____ City _____ Zip _____

Phone (Home) _____ Cell _____

Primary family E-mail -- This will be used for all scholarship communication -- PLEASE PRINT

Have you ever received a Financial Assistance scholarship from the Jackson Symphony Orchestra Community Music School before?

_____ Yes _____ No If yes, when did you receive the scholarship? _____

Required Documents

1. Letter explaining why financial assistance is needed and how the student will benefit.
2. Letter of recommendation from a teacher, if already a CMS student.
3. Copy of the first page of your most recent IRS tax return.

Responsible Party Signature _____ Date _____

Please return all documents:

Via email: info@jacksonmusicschool.org

To scan your tax return document, the CamScanner app is a good resource! Please use pdf format.

OR

In-person to:

Jackson Symphony Orchestra Community Music School
215 W. Michigan Avenue
Jackson, MI 49201

CMS SCHOLARSHIP STUDENT POLICY AGREEMENT

Students (and parents) who receive financial assistance from the JSO are expected to adhere to the following scholarship guidelines:

- Write a thank you note to the scholarship donor ("Dear Scholarship Donor,")
- Regular attendance at lessons (Excessive absences could result in the cancellation of the scholarship.)
- Come prepared for lessons.
- Participate in student recitals.

Refusal to complete the above guidelines will result in a forfeiture of future scholarships as well as possible cancellation of any awarded scholarship.

CMS SCHOLARSHIP PAYMENT POLICY AGREEMENT

All scholarship recipients or their parent(s) are expected to maintain regular payments of their tuition balance throughout the year. Failure to make timely payments may result in any CMS scholarship being rescinded and the family account being suspended until payment is made in full.

Name _____ Date _____

Applicants will be notified within a month of application. Please contact the CMS office at (517) 782-3221 or email info@jacksonmusicschool.org with any questions.



TUITION, ATTENDANCE and STUDENT SAFETY POLICIES

Private Lesson Attendance - School Year

Private Lesson enrollment defaults to the full 32 weeks of the CMS school year, or the remaining weeks at enrollment date. Enrolled students will take weekly lessons. Students are allowed two (2) excused absences per semester, to be made up at the availability of their instructor during the two (2) make-up weeks scheduled at the end of both Fall (December) and Spring (May) semesters. Any of the two (2) allowed absences per semester not made up at the end of the school year will be credited to the student's account. Excused absences require giving 24 hour notice to your instructor. To change the date of a lesson or your regular schedule, please contact your instructor. *Cancelling same-day may result in an unexcused absence.* Please contact the office in addition to your instructor if you need to cancel same-day. Unexcused absences will not be made up and will still result in a charge to the student. Students are allowed one (1) unexcused absence per semester.

Private Lesson Attendance - Summer

Students may enroll in Summer Private Lessons for the full eight (8) week session. It will be the responsibility of the student to notify their instructor of any known absences at the beginning of the summer session. Students will be allowed one (1) excused absence during the summer session to be made up at the availability of their instructor during the make-up week at the end of the summer session. If a make-up cannot be scheduled, the student may receive a credit for one (1) excused absence. *Cancelling same-day may result in an unexcused absence.* Please contact the office in addition to your instructor if you need to cancel same-day. Unexcused absences will not be made up and will still result in a charge to the student. Students are allowed one (1) unexcused absence per Summer Session.

Group Class Attendance

If a student will miss a class session, they need to notify their instructor. Missing a class session will not result in a credit or make up.

Enrollment/Discontinuing Private Lessons

Students may begin Private Lessons at any time during the school year or summer and their tuition will be prorated accordingly. If a student decides to discontinue Private Lessons, we ask that they provide their instructor at least two (2) week's notice prior to discontinuation. A \$25 drop fee will be charged for all discontinuations.

Enrollment/Discontinuing Group Classes

Students may enroll in a Group Class at any time during the school year or summer at the discretion of the instructor. Students may receive a second semester prorate for enrollment in a class after the first semester of instruction has passed. CMS does not offer class prorating by the week. A \$25 drop fee will be charged for all discontinuations. CMS will refund half of any prepaid tuition prior to 50% of the scheduled class sessions. CMS does not offer refunds after 50% of the scheduled class sessions have passed.

Tuition Payments

Students must have a clear balance at the beginning of the school year or summer in order to enroll in lessons or classes. Tuition can be paid in full, by semester, or in monthly installments. Monthly payment plans are due on the 1st of every month. Tuition payments can be made by cash, card or check. Checks should be made payable to Jackson Symphony Orchestra and include the student's name and name of class/lesson in the memo. Payments may be made in-person and by phone through the box office, or online through the MY ACCOUNT tab on the CMS website.

Monthly Tuition Statements

Monthly Tuition Statements will be sent to all families with an outstanding balance. These statements will be sent to the email address on file for the Primary Account holder.

Student Safety

Student safety is a top priority at the JSO Community Music School. In our continuing efforts to keep CMS a safe and nurturing learning environment, all CMS staff undergo yearly background checks. Though the JSO is a multi-use building, all visitors must be buzzed in by the front office upon arrival.

Inclement Weather

In the event that CMS or Jackson Public Schools cancels or dismisses classes early due to inclement weather, canceled Private Lessons will either be made-up or credited to the student's account at the end of the school year. Notice of a music school closure will be posted on the CMS website and emailed to all families.

I have read and agree to the stated policies: _____

Sign here