Central Community Music School
General Policies

Registration Fee
A $25 non-refundable registration fee is due at the beginning of each semester. For families with multiple students or multiple lesson disciplines, only one registration fee is due each semester.

Tuition Payment Options

Option I: Single (1) payment per semester
- Payment is due in full for the semester during the first month of the semester.
- Discount: $25 registration fee is waived.

Option II: Two (2) tuition payments per semester
- First payment is due for half of the tuition and the $25 registration fee during the first month of the semester.
- Second payment is due for the second half of the tuition and an installment plan fee of $20 during the second month of the semester.

Option III: Three (3) tuition payments per semester (Not available for Summer Semester)
- First payment is due for one third of the tuition and the $25 registration fee during the first month of the semester.
- Second payment is due for the second third of the tuition and an installment plan fee of $20 during the second month of the semester.
- Final payment is due for the final third of the tuition and an installment plan fee of $20 during the third month of the semester.

Late Payment Policy
A $25.00 Late Fee will be assessed on accounts for which payments are received in the CCMS office after the scheduled due dates.

Late fees will continue to be added to the invoice balance on the first day of each month.

Failure to pay tuition as described in the payment plans above, may result in suspension of lessons.

Tuition will be prorated only for new students entering the CCMS program after a semester has begun.

Payment Methods
Check or Money Order payments can be delivered in person to the CCMS Payment Box located in Evans Hall – Alumni Reunion Center between 9:00am – 5:00pm on the UCO Campus.

Checks should be made payable to CCMS.
Returned checks will result in a $35 return check fee.

Mailing address: Central Community Music School (CCMS)
University of Central Oklahoma
100 North University Drive, Box 208
Edmond, OK 73034
Withdrawal Policy
All requests for withdrawal must be made in writing to the CCMS Registrar. Although the $25.00 registration fee is nonrefundable, a portion of tuition may be refunded to students who withdraw from the CCMS program. Any claim for such refund will be based on the date on which the student officially withdraws.

The general tuition refund policy is applied as follows:
- Prior to the first lesson/class…………………………..100%
- Prior to the second lesson/class………………………70%
- Prior to the third lesson/class………………………..40%
- After the third week of semester……………………..None

Persons using Payment Options II or III are not eligible for tuition refunds after the first lesson or class.

Lesson/Class Attendance and Makeup Policy

- The CCMS office will coordinate the weekly lesson time.

- Lessons will not be extended in order to accommodate for late arrival on the part of the student.

- The instructor is not obligated to make up or reschedule lessons missed by the student if the instructor is not notified 24 hours in advance of scheduled lesson day/time. Arrangements for excused missed lessons will be made directly with the instructor.

- Lessons missed by the instructor will be rescheduled. Arrangements must be made directly with the instructor.

- Lesson times falling on major holidays may be rescheduled as necessary. Arrangements must be made directly with the instructor.

- Classes missed due to inclement weather will be made up as necessary. Arrangements must be made directly with the instructor.

Parking
Parking permits are required by all vehicles to park on University property or are subject to fines. Visitor Parking is available for $1/hour (or $10/day). For more information about Visitor Parking, please visit https://www.uco.edu/student-resources/parking/visitor-event-parking

If you choose not to purchase a permit, do not leave your vehicle unattended on University property. You will be subject to parking fines. CCMS will not be responsible for fines incurred.

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