

# NCCMI Guidelines / Photo Release / Program Tuition Form

**This must be signed by each student and at least one parent/guardian, and submitted to NCCMI with program tuition payment before acceptance in the NCCMI program is considered complete.**

## Section One: NCCMI Guidelines and Policies

### **CALENDAR/CURRICULUM**

NCCMI operates from September through May. Families will be informed of any changes to the original schedule. Families request a specific day for their group on the registration form and NCCMI places compatible students and coaches together.

Each group schedule is unique and is based upon coaches' availability and the Director's recommendation for number of rehearsals. This can vary, depending upon the musicians' ages and levels.

In general, groups will have **one session per week**, except for holidays. *These weekly sessions will be either a coaching or a rehearsal session or both (back-to-back).* Parent Coordinator's lead the scheduling process for their group. *The agreed-upon group calendar should not be changed unless ALL families and coaches are able to make the change. **Note important information about "Notification of Absences" below.***

### **COACHING SESSIONS- 16 per year**

Ensembles receive a total of 16 coaching sessions from September–May. Each group is assigned a team of two professional musicians/educators who meet in alternating sessions with the group. Coaching sessions are 90 minutes in length for most ensembles. Parents are not expected to attend the coaching sessions unless the group is beginning level/younger. *In this case, at least one parent should attend in order to take notes, to help the students in their subsequent student-led rehearsals. **Note: Sessions with coaches external to NCCMI are not permitted without the express permission of the Executive Director.***

### **STUDENT-LED REHEARSAL SESSIONS- (number determined by Executive Director)**

Ensembles are expected to have additional student-led rehearsals, the number depending upon the level of the group. Student rehearsal sessions can be scheduled "back-to-back" with regular coachings, or they can take place on separate days, as convenient for each group. Rehearsals will be 60 or 90 minutes, depending upon the level and ages of the musicians. *For beginning/younger ensembles, parents are asked to help with the practice sessions, using techniques and tools suggested by the group's coaches. Student peer mentors may be provided as available.* As groups become more experienced, less external help is needed.

### **REQUIRED EVENTS**

Performance/participation at one of each type of event is required for all students: Orientation, ONE Performance Review Concert, ONE Spring Formal Concert, ONE Master Class OR Workshop, ONE Community Engagement (Outreach) Concert, and ONE Special Event.

*Those who perform in 3 or more Community Engagement events will receive the Director's Award for Community Engagement.*

*Signups for events will happen through an online form at the beginning of the fall semester. For scheduling purposes, groups are requested to indicate their full availability on the form, with the understanding that they will not necessarily be assigned all the events for which they indicate availability.*

Details about each type of event are listed below.

### **PERFORMANCE REVIEW CONCERTS- January**

Each group is required to perform at ONE January Performance Review. This is a performance opportunity open to family and friends. Following the Performance Review, each group receives written feedback and performance scores from the faculty. It is a great way to hear the other ensembles in the program.

### **SPRING FORMAL CONCERTS- May**

The NCCMI season culminates in open performances by all groups at a concert venue in Raleigh. Students are required to perform at ONE concert, but are encouraged to attend all of them.

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### **MASTER CLASSES - Can fulfill this requirement only as a group!**

Students are required to attend or perform in ONE master class OR workshop and are encouraged to audit as many events as they wish. These enriching events are provided exclusively for NCCMI students as part of the tuition cost. NCCMI students, parents, guests are encouraged to attend as many additional events as they like. Events take place throughout the program year, including some on virtual spaces.

**Master Classes:** To fulfill this requirement with a Master Class performance, the ensemble must perform *together*. Master classes provide an opportunity for ensembles to perform in a class setting for *national or internationally-recognized artists* (including NC Symphony soloists and Chamber Music Raleigh guest artists). Following each group's "performance," guest artists/teachers work with groups in front of the rest of the class. Performance attire is expected for *performers* (see below). The schedule of master classes will be available in early September.

### **WORKSHOPS- Can fulfill this requirement as a group or as separate individuals!**

Students are required to attend or perform in ONE master class OR workshop and are encouraged to audit as many events as they wish. These enriching events are provided exclusively for NCCMI students as part of the tuition cost. NCCMI students, parents, guests are encouraged to attend as many additional events as they like. Events take place throughout the program year, including some on virtual spaces.

**Workshops:** To fulfill this requirement with Workshop participation, members of a group can participate *individually, apart from their regular ensemble*.

Subjects can include Public Speaking, Intro to Improv, Auditions, and a Side-by-Side Workshop with the Community Music School. The schedule of workshops will be available in early September.

### **COMMUNITY ENGAGEMENT EVENTS- Many options throughout the year.**

Ensembles must perform in ONE Community Engagement event. Also referred to as "Outreach," these events provide cultural entertainment to populations that might not otherwise be able to attend concerts. Parent Coordinators will help each group to identify the opportunities that work within their schedule. Options include: retirement communities, libraries, Pop Up Parks Concerts, schools, etc.

### **IMPACT SERIES ATTENDANCE**

Students are required to attend ONE Impact Series concert. Each student can fulfill this requirement *individually, apart from their regular ensemble*.

**Faculty concerts:** NCCMI Artist/Teachers showcase master chamber works in uniquely curated programs. These professional concerts are available free of charge for the whole Triangle community.

**Other Special Events:** Lectures by exceptional musicians, Artist Profile events, etc.

## **ATTENDANCE/EQUIPMENT/ATTIRE**

### **NOTIFICATION OF ABSENCES**

If a player is unable to attend a scheduled rehearsal or coaching session, *they must notify the other ensemble members and Parent Coordinator at least three days in advance in order to reschedule the session*. Cancellation less than 24 hours in advance or absence of an individual player from more than two scheduled rehearsals **may result in dismissal from the program without a refund**.

Exception to this policy: cases of sudden illness.

### **LATE ARRIVAL / EARLY DEPARTURE- Plan to arrive for your sessions 5-10 minutes early!**

*Each player must arrive on time and remain for the full duration of the rehearsal*. If a student is tardy or leaves early for 3 or more sessions in a semester, the coordinator or lead teacher will notify the Director for possible disciplinary action.

### **EQUIPMENT**

Each student must bring their own instrument, folding music stand and sharpened pencil to each coaching or rehearsal session. All sheet music parts must be securely placed in the binder provided by NCCMI at the beginning of the year. No loose pages.

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## **ATTIRE**

Concert attire varies, depending upon the type of event and ensemble listed below.

*Specific choices should be coordinated within each ensemble.*

**Performance Review and Spring Formal Concert Attire-** *Each group must choose Option 1 or 2 as follows:*

*Option #1:* White or Black dress shirt/blouse and black dress slacks/skirt (below the knee length when sitting) with black dress shoes.

*Option #2:* Formal gowns or dress suit in coordinated colors OR all-black (shirt, slacks, dress shoes and optional suit jacket)

**Community Engagement Attire:** White NCCMI polo shirt (included in tuition) and black dress slacks or skirt (below the knee length when sitting) and black dress shoes.

**Master Class Attire:** *Performing* groups need to wear either Community Engagement uniform OR Formal concert dress, coordinated within each ensemble.

## **SPECIAL OPPORTUNITIES**

### ***NCCMI LEADERSHIP ENSEMBLES***

Students in 10th grade or higher who are either in the advanced or competitive categories can audition for a Leadership Award each spring. Scholarships range from \$50–Full Award, applicable in the following year. Students given full awards can be placed in Leadership Ensembles to represent NCCMI at the highest level of commitment. Outstanding individual musicians—who auditioned for but were not placed in a Leadership Ensemble—may be offered full or partial scholarships. These Leadership Musicians can be placed in other advanced ensembles.

### ***DIRECTOR'S AWARDS FOR ACHIEVEMENT***

Each year, the Director recognizes musicians at the season's final concert for their dedication and musical achievement. These include Director's Awards for Outstanding Musicians and Community Engagement Award for three or more Outreach Performances.

### ***INTERNSHIPS/LEADERSHIP- Give back to the Community and Build your Resume!***

NCCMI offers internship and leadership opportunities to our older students. Students in 10th grade or above with at least one year with NCCMI can apply to be an intern. These students learn much about the “behind the scenes” work of a non-profit organization. Some jobs include office work, peer mentoring, scheduling manager, and newsletter editor. The lead intern may be paid.

## **PERSONAL RESPONSIBILITY, EQUITY AND HEALTH GUIDELINES**

### ***COURTESY AND RESPECT***

Chamber Music is a collaborative process built upon mutual respect and openness to constructive criticism. Our young artists demonstrate respect towards teachers, other students and the music which they are playing.

*Individual preparation for all sessions is required* as directed by the teachers.

Musicians and families are also reminded to be respectful of venues and spaces where sessions or concerts take place. These are provided to us by community partners and NCCMI families. Show courtesy towards these valued friends of NCCMI.

### ***EQUITY, ACCESSIBILITY AND INCLUSION***

North Carolina Chamber Music Institute seeks to create a welcoming environment for all students and to provide concerts for all members of the community. NCCMI is committed to providing reasonable accommodations to students with documented disabilities, providing them with equal access to the curriculum, accessible facilities at partner organizations and performing locations along with all programs and services. Our goal is for NCCMI students to become self-advocates who are responsible, resilient, self-aware and engaged in their musical learning experience.

### ***FINANCIAL SUPPORT***

NCCMI will work with students and families who need financial support, to ensure that qualified and accepted students can participate in full.

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## **HEALTH AND SAFETY GUIDELINES**

The health and safety of students, staff and families is a priority for NCCMI. If current health guidelines indicate an increased health risk, NCCMI may require social distancing and larger spaces for in-person sessions, as well as the wearing of masks, among other things. Schedules and events and classes listed herein may be adjusted for health and safety, and some sessions or events might take place using virtual platforms. No particular schedule or repertoire of classes or events is guaranteed. NCCMI reserves the right to make adjustments in its discretion based on the health and safety of all participants, and schedules and events may otherwise be canceled or rescheduled for reasons outside of NCCMI's control.

## **Section Two: Photography Release**

I, the undersigned, do hereby assign to The North Carolina Chamber Music Institute ("NCCMI") absolutely the copyright and/or right to copyright such photographs, video and audio recordings taken by NCCMI, and the right of reproduction thereof for use by NCCMI in whatever manner they or their licenses or assignees may in their absolute discretion think fit, including the right of necessary retouching and tinting or work up for reproduction purposes. I understand that I have voluntarily allowed my child's photograph to be made, and that I will receive no payment for posing or for allowing my child's photographs to be reproduced.

## **Section Three: Assumption of Risk and Release Form**

In consideration of myself or my child(ren) or ward(s) being permitted to participate in any session, rehearsal, concert or other activity of The North Carolina Chamber Music Institute (the "Institute"), for the purpose of chamber music instruction, performance or related activities, I, the undersigned, do for myself, my heirs, my children or wards, and personal representatives, and/or for the heirs, and personal representatives of my child(ren) or ward(s), agree to indemnify and hold harmless and release the Institute and its officers, agents, and employees, in their individual capacity and in their capacity as officers, agents or employees of the Institute, from and against all claims of damages, demands, actions, or causes of action, on account of damages to personal property, or personal injury or death, which result from my failure or the failure of my child(ren) or ward(s) to abide by the rules of said Institute or from causes beyond the control of, and without the fault or negligence of the Institute, its officers, agents, or employees, which stem from, or are in any way connected with activities related to my participation or the participation of my child(ren) or ward(s) in the Institute.

If I am the parent or guardian of a minor child who will be participating in the Institute, then I shall be personally responsible and liable for the conduct of said child and am executing this release and indemnity both on my behalf and in my capacity as a parent or guardian and legal custodian of said child.

I also fully understand that my child's participation in the Institute is voluntary and that I am not required to participate and that I understand and acknowledge that nothing herein guarantees any service or participation in any NCCMI program.

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## Section Four: Program Payment

Check your preferred payment option below. Payment Plans are available at no extra cost.

**\*IMPORTANT NOTE:** PayPal amounts include credit card processing fees, and should be made at [nccmi.org/payment](http://nccmi.org/payment).

\_\_\_\_\_ I already made our payment (just resending signed form today).

**FULL PAYMENT OPTION** - Note: Subtract \$50 if there is an additional sibling registration.

**EARLY BIRD** registration

\_\_\_\_\_ I am enclosing the yearly **tuition check** for **\$720** payable to NCCMI. Must be postmarked by July 13.

\_\_\_\_\_ I will make the yearly **tuition payment** of **\$735** (including fees) through PayPal.\* Due by July 13.

**REGULAR** registration

\_\_\_\_\_ I am enclosing the yearly **tuition check** for **\$750** payable to NCCMI. Must be postmarked by one week after acceptance.

\_\_\_\_\_ I will make the yearly **tuition payment** of **\$766** (including fees) through PayPal.\* Due by one week after acceptance.

\_\_\_\_\_ Not applicable; I am choosing **payment plan** below.

Names of additional sibling/s here: \_\_\_\_\_

**SPECIAL CIRCUMSTANCES** registration (financial aid- refer to acceptance email)

\_\_\_\_\_ I am enclosing the yearly **tuition check** for \_\_\_\_\_ payable to NCCMI. Must be postmarked by July 13.

\_\_\_\_\_ I will make the yearly **tuition payment** of \_\_\_\_\_ (plus \$15 fee) through PayPal.\* Due by July 13.

**PAYMENT PLAN OPTION** - If utilizing payment plan, check the correct plan here. This indicates your understanding of payment type and due dates.

I will make 4 payments for **EARLY BIRD** registration. These will be made

\_\_\_\_\_ in payments of \$180 by check (Payment 1 postmarked by July 15)

\_\_\_\_\_ in payments of \$184.50 by PayPal\* (Payment 1 received by July 15 at [nccmi.org/payment](http://nccmi.org/payment))

Remaining payments are due by: **SEP. 15, NOV. 15 and JAN. 15.**

I will make 4 payments for **REGULAR** registration. These will be made

\_\_\_\_\_ in payments of \$187.50 by check (Payment 1 postmarked by one week after acceptance)

\_\_\_\_\_ in payments of \$192 by PayPal\* (Payment 1 received by one week after acceptance)

Remaining payments are due by: **NOV. 15, JAN 15 AND MAR 15.**

## Section Five: Consent

The student must agree to the following:

I have read and understand the Section One: NCCMI Guidelines and realize that preparedness, promptness and attendance at all scheduled rehearsals, coaching sessions and events is mandatory.

Print student name: \_\_\_\_\_

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

One parent/guardian must agree to the following:

1. I have read and understand the Section One: NCCMI Guidelines and realize that preparedness, promptness and attendance at all scheduled rehearsals, coaching sessions and events is mandatory.
2. I agree to the terms of the Section Two: Photo Release.
3. In witness whereof, I have caused this release agreement in Section Three: Assumption of Risk and Release to be executed this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).
4. I am submitting the payment outlined in Section Four: Program Payment along with a signed original of this document.

Print parent/guardian name \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this form, with enclosed check, to: NCCMI, 3131 Ashel Street, Raleigh, NC 27612

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