



Briercrest College and Seminary Policy on Applied Music (Private Lessons) through Music/Worship Arts

Note: These policies do not necessarily apply to seminary, CHS, and CES students or community residents.

This is in addition to information on the lesson application forms. In cases where this information contradicts the lesson form, the information here will take priority.

Registration Time

Students will register for Applied Music at the beginning of the semester during regular registration. Students will be placed with teachers according to the current procedure. Students who wish to take Applied Music will apply at the Music/Worship Arts office.

Add/Drop

Students may choose to add or drop Applied Music during the first lesson or before the Music/Worship Arts drop date (within approximately three weeks of the beginning of a **college** semester)—whichever comes first. Students who drop will be charged for the lessons they have taken, but not for the remainder of the semester. **After this date** (first lesson or the Music/Worship Arts drop date), **there will be no refund**, but students may choose to drop the course without failure up to the withdraw/pass date as stipulated by the Registrar's office.

Credit/Audit (audit = non-credit)

Students may take Applied Music for credit provided they have registered for this credit with the Music/Worship Arts office and the teacher. **Credit may be given if an adequate number of lessons have been taken within the semester**, but only with the teacher's signature. Students will be billed according to the number of lessons taken during the semester.

Appeal

In unusual circumstances, students may appeal this policy to the Academic Appeals Committee. **Individual teachers do not have the authority to make decisions about billing or refunding of Applied Music fees.**

Billing

The Music/Worship Arts office will forward information to the Registrar's office regarding all students who are taking Applied Music for credit by the end of the fourth week of the semester. Billing for students taking Applied Music not for credit may be done at any time.