**UNIVERSITY ACCOMPANIST PROGRAM GUIDELINES**

**GENERAL INFORMATION**

1. **Eligibility**

Students who register for voice lessons for credit-bearing lessons are eligible. This is a voluntary program.

1. **Priority for Assignments**

Graduate students and seniors receive the highest priority to be assigned a pianist, then juniors, sophomores, and freshmen. Students in the fifth year in Music Education and special students (non-degree) will be last on the priority list. Students who have enrolled in this program in the past and marked no-show and/or cancellation more than 5 times might be placed at the lowest on the priority list.

1. **Fees**

**When assigned to a staff or graduate assistant pianist**

* 2-credit applied lessons – $525 per semester to cover 15 hours of accompanying
* 1-credit applied lessons – $285 per semester to cover 7.5 hours of accompanying

**When assigned to a work-study pianist (upon special request)**

* 2-credit applied lessons – $285 per semester to cover 15 hours of accompanying
* 1-credit applied lessons – $150 per semester to cover 7.5 hours of accompanying

**Hours of service past the required hours** will be charged to the student at $35 per hour. Student must pay their pianists directly.

**Voice juries, auditions, and recitals** are not included in the contract. Students must pay their pianists 10 days in advance of a jury, or the dress rehearsal of a recital; otherwise the pianist will not play.

Standard fees in 2018-19 are as follows:

* Level I Voice juries - $25
* Level II, Sophomore Review, and Level III Voice juries - $30
* Graduate Voice juries - $30
* Auditions: On-Campus Auditions - $30
* Recitals (including 1 dress rehearsal):
	+ Either Junior or Senior (required or elective),

if two singers have a recital together: $120 for each singer

* + Solo Junior Recital: $200
	+ Solo Senior Recital for BA, BAM or Music Education Majors: $200
	+ Senior Recital for Voice Performance or Music Theater Majors: $220
	+ Graduate Recital (required or non-required): $220
	+ Fees for non-required recitals are to be negotiated between the singer and pianist

If a student is assigned to one of the graduate students who hold an accompanying assistantship or work-study pianists, these extra fees are waived.

1. **Make-Up Policies**
* Students’ absences – for any reason, including illness – will not be made-up. They will be indicated on the timesheet.
* Pianists are not obligated to make up or attend a make-up lesson for the lessons missed by a teacher due to illness or any other reason. Those lesson cancellations will be indicated on the timesheet.
* If the pianist comes to the lesson and the teacher decides to excuse the pianist, it will be considered as a teacher’s cancellation.
* Any pianist cancellations must be made-up. If a pianist misses a lesson, it can be made-up by scheduling a 30-minute rehearsal or going to a make-up lesson.
* In the event of a university closing (e.g., inclement weather), or when an official excused absence results in a missed lesson or rehearsal, the pianist is not obligated to make-up the time. However, pianists are encouraged to replace the time, as schedules permit.

**PROCEDURE FOR REQUESTING A PIANIST**

1. Before submitting the Pianist Request Form, the applied teacher should schedule the student’s lesson. The applied teacher should discuss with the student which pianist will be requested.

NOTE: Teachers are welcome to contact any of the staff pianists to check their availability to coordinate a student’s lesson time while scheduling lessons, until the submission of the Pianist Request Form. After the submission of the form, teachers should not seek an available pianist on their own.

1. By the deadline of the Pianist Request Form, teachers will be notified if a graduate assistant pianist is assigned to any of their students. The effort will be made to send the notification before the semester starts, at the same time, the teachers are requested to accommodate their schedule to the student pianist as much as possible. If the assignment does not work out with any reason, the teacher will request another pianist on the request form.
2. On the request form, it must be indicated if a pianist has been identified (including an assignment continued from a previous semester or a newly agreed arrangements; both are considered as ‘pre-arrangement’). If no pianist is identified, or if a request is made without pre-arrangement, the Voice Accompanist Coordinator will find a suitable pianist.

NOTE: Pre-arrangements are not guaranteed until the Vocal Accompanist Coordinator publishes all the assignments.

1. Teachers must submit the Pianist Request Form to the Voice Accompanist Coordinator during the designated period.

**Designated Period to Submit the Pianist Request Form**

**Fall 2018: Saturday September 8 – Tuesday September 11**

**Spring 2019: Monday January 28 – Friday February 1**

NOTE: It is very important for all the teachers to submit the Request Form in time. In order to provide a pianist to as many students as possible, the assignments must be arranged based on all the information. In another words, assigning pianists cannot begin until all the request forms are received.

Teachers are also expected to inform the Voice Accompanist Coordinator of any lesson time change as it is essential to have accurate information to make the pianist assignments. Inaccurate information and/or changes will delay the entire procedure.

1. The Voice Accompanist Coordinator makes the pianist assignments and notifies voice teachers and students via email, within three to four days of the deadline for receiving the Pianist Request Form.
2. The entire list of the assignments will be sent to the Bursar’s Office as soon as the assignments are finalized, and all the students on the list will be charged the designated fees.
3. Students should check the assignment list and contact the pianist immediately in order to confirm that the schedule for the lesson and the rehearsal is going to work out for both parties. If not, the student should contact the Voice Accompanist Coordinator immediately to get another assignment.
4. If 1) a student finds an accompanist outside of the program after the submission of the Pianist Request Form, or 2) a student and her/his assigned pianist decide to work together privately, or 3) a student decides not to work with the assigned pianist, s/he MUST notify the Voice Accompanist Coordinator by the end of the withdrawal deadline. Failure to meet this deadline may result in irreversible billing charges.

**Deadline to Withdrawal from the University Accompanist Program**

**Fall 2018: Thursday September 20, 12pm**

**Spring 2019: Friday February 8, 12pm**

NOTE: If a problem occurs during the semester, the Voice Accompanist Coordinator and the Associate Dean will investigate and discuss the situation. It may result in changing a pianist or dropping the assignment; however, the student is not guaranteed a refund.

If you have any question, please contact Dr. Akiko Hosaki, the University Accompanist Coordinator, at ahosaki@rider.edu.