Guest Artist/Teacher Program

From time to time musicians and teachers from other centres are available to offer Conservatory students private lessons. These artists are either brought in by the Conservatory or other organizations such as the Regina Symphony Orchestra, Regina Musical Club, the Cecilian Concert Series, or the Regina Folk Fest. Guest teachers provide wonderful learning opportunities for Conservatory students and enhance their musical education.

To set up lessons with a guest teacher/artist, please contact the Head of the Conservatory at least 2 weeks before the artist/teacher will be in town and ask the Head to make arrangements with the guest. The information the Head needs is on the attached form and must be submitted to the Head in order for the lessons to be arranged through the Conservatory.

Details of the Program

For the Artist/Teacher:

- The Guest Artists/Teacher will be contracted as a self-employed contractor through the Conservatory of Performing Arts, University of Regina.
- Payment to the Guest Artist/Teacher will be paid via direct deposit to their bank account as per University of Regina policies.
- The Guest Artist/Teacher will be given teaching space at the Conservatory based on space that is available.
- The Guest Artist/Teacher must provide their own insurance for any property left in the teaching space (the University accepts no responsibility for any loss or damage to any personal property of the Artist/Teacher that might be lost or damaged at the Conservatory).
- The Guest Artist/Teacher is responsible for providing their own teaching tools (except piano) including music, teaching aids, etc.
- The Guest Artist/Teacher will provide their availability to the Conservatory at the time the contract is signed.
- Student and Instructor Services will register, accept payment, and schedule the students based on the schedule provided by the Guest Artist/Teacher.
- Students will be booked based on first come first serve. When the teaching schedule is full no additional students will be added without the consent of the Guest Artist/Teacher.
- The Guest Artist/Teacher will be provided a student list that will include the name of the student, the start time of the lesson, the length of the lesson and the number of lessons the student registered for.
- The Guest Artist/Teacher will provide a teaching list (the name of the student, the start time of the lesson, the length of the lesson provided) following each teaching session.
- The Guest Artist/Teacher is not permitted to accept direct payment of any kind from the student.

For the Student:

- Conservatory students will be charged the normal tuition rate, non-conservatory student rates for visiting instructors will be posted, based on the hourly rate negotiated with the instructor.
- Full payment must be made at time of Registration (students cannot take advantage of any Conservatory monthly payment option or include this fee as part of their monthly fee).
- Lessons will be booked based on a first come first served basis only.

January 2017
• Non Conservatory students will only be registered to study with the Guest Artist/Teacher once all Conservatory students have registered and are scheduled (scheduling preference will be given to Conservatory students)

• Students may sign up for as many lessons as they wish based on the Guest Artist/Teachers schedule

• The student may sign up for any length of lesson they wish (based on 30, 45, and 60 minute intervals) and based on the Guest Artists/Teachers schedule

• All lessons will be scheduled through the Conservatory office

• Confirmation of lessons scheduled will be distributed via e-mail to the student/parent’s e-mail as it appears on the registration form

• The students lesson schedule with the Guest Artist/Teacher will be provided to the student’s Conservatory teacher by the Conservatory office

• Missed lessons will not be rescheduled

• Student will not be refunded for any lessons missed (for any reason)

• At time of registration the student will be asked to provide the following information (a form will be provided)
  o Number of years of study
  o The name of their teacher
  o The student’s availability
  o The musical level at which they are studying
  o A sample of the music being worked on
  o Other instruments the student is studying
  o Any upcoming recitals, exams or festivals
  o The goal of the additional lessons (mainly for senior students)