

**Northern Arizona University-School of Music
Policies and Procedures for Requesting a Collaborative Pianist
Spring Semester 2025**

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The School of Music provides an optional service to vocal and instrumental students in need of a collaborative pianist. If a pianist assignment is made, there is a required fee. The pool of collaborative pianists to be assigned includes staff pianists, graduate assistants, piano scholarship students, piano and collaborative piano majors, based on availability. **All students who need a pianist for any performance project must request one through this process, as paid freelance collaborative work on the NAU campus is illegal, per Arizona State law.**

TO APPLY:

- Read the *Policies and Procedures for Requesting a Collaborative Pianist* and save for further reference
- Fill out the request form **completely** and submit at the following link:
<https://forms.office.com/r/2cYhSSha7Z>
- You will have the option to save or print your form once it is completed.
- Incomplete forms will not be considered. If you are experiencing difficulty with submitting the form (i.e. poor internet, online system is down), please contact Aimee.Fincher@nau.edu to discuss an alternative submission option. Same deadlines apply.
- **DEADLINE to submit: Wednesday, January 22, 2025 at 11:59 p.m. (the online form will automatically close at this time and no late requests will be considered)**
- Assignments will be posted and begin **Monday, February 3, 2025**

Assignments are made for one semester. Request forms and fees must be submitted every semester.

Students preparing a degree recital should apply for a collaborative pianist the semester before the scheduled recital.

PAYMENT OF FEE:

- If assigned a pianist, the fee will be posted on the student's LOUIE account
- Payment may be made online with a credit card or at the Bursar's office with a check or cash. **Payments made by credit card will be applied to the highest priority if a student has an outstanding balance (i.e. tuition, housing, dining). If you have an outstanding balance, you can pay in person at the Bursars office and request the payment be applied to the accompanist fee instead of the highest priority.**
- **DEADLINE to pay fee: March 15, 2025**
- **Late fee of \$35.00 will be added to fees not paid by April 15, 2025**

Failure to pay fees by April 15, 2025 will incur late fees.

SERVICE FEE STRUCTURE/per Semester

| VOCAL: | Student Pianists | Staff Pianists | Max. Hours |
|---|-------------------------|-----------------------|-------------------|
| 1 hour lesson: | \$240.00 | \$420.00 | 12 hrs |
| ½ hour lesson: | \$180.00 | \$315.00 | 9 hrs |
| 1 hour lesson with degree recital: | \$280.00 | \$490.00 | 14 hrs |

Vocal fee covers: 30 minute rehearsals/weekly, ½ of lesson time, 2 Voice Divisional Recitals and 3 master classes.

The fee does not cover Diction class, NATS, auditions, recordings, etc

| INSTRUMENTAL | Student Pianist | Staff Pianist | Max. Hours |
|--|-----------------------------|----------------------|-------------------|
| Jury and/or studio recital | \$100.00 | \$175.00 | 5 hrs |
| 1 movement or piece (or 2 short movements or contrasting works up to 8 min) | | | |
| Upper division jury & studio recital | \$125.00, 2 pieces | \$210.00 | 6 hrs |
| BA exit jury & studio recital | \$125.00, 2 pieces | \$210.00 | 6 hrs |
| Concerto Competition only | \$115.00 | \$192.00 | 5.5 hrs |
| Jury, studio and concerto comp | \$145.00, 2 pieces | \$245.00 | 7 hrs |
| UD jury, studio recital & concerto | \$165.00, 2-3 pieces | \$280.00 | 8 hrs |
| Junior Recital | \$200.00 | \$350.00 | 10 hrs |

