Student Handbook

All participants of MPF (students/parents/observers) are responsible for all information contained in the Student Handbook. Your participation in MPF includes your consent and agreement to follow all rules, regulations and policies set forth in this Handbook and by MPF directors. You must read this document prior to registering for MPF.

MPF Student Services Team is well acquainted with the challenges of studying abroad and is equipped to help you make your plans. Please contact us for assistance.

Registration Deadline

All accepted participants must register and pay MPF fees in full by May 1. The MPF online registration form will be open from April 1 to May 2. International participants will need proof of bank wire transfer of fees, U.S. visa and confirmed flight information to finish registration.

Communication

Email is the official method of communication for MPF. Please be sure to check your email with reasonable frequency for important news or updates.

All written correspondence must be in English. During MPF, all instruction, rehearsals, and master classes are conducted in English. Bi-lingual staff will be available for some events upon request. Several of the MPF faculty artists and staff members are bi-lingual.

Consent and Liability Forms

All MPF participants must have signed MPF consent and liability forms on file with the Festival to participate in all activities. These forms will be emailed to you in July, and they should be returned to us via email as soon as possible. In addition, hard copies should be brought with you to the Festival. No participation will be possible without these signed forms. For MPF participants under 18, these forms must be signed by a parent or legal guardian.

Participation Requirement

All festival participants are expected to be in Newark, Delaware, for the full session. (July 25-August 6) All “American Musical Journey” participants are expected to be with the group July 21-25, and August 6-7.
Insurance

Please provide complete health status, current medication list, and allergy (medication and food) information on the registration form.

MPF will provide basic travel health insurance to all international participants. Domestic participants must provide their own insurance coverage.

While in the United States, the coverage for international MPF participants is up to **$50,000** and includes a **$250 deductible**. Coverage will start on July 25, and go through August 6. For “American Musical Journey” participants, the coverage will start on July 21 and end on August 7. The deductible of $250 will only be charged to participant if medical service is necessary.

Additional medical coverage insurance for participants is optional and recommended. Rates vary depending on age and medical condition.

Travel Insurance, which can cover cancellation, trip delays, lost baggage and other travel issues, is also recommended by Festival directors. MPF is not liable for any travel issues or participant cancellation that is beyond our control and out of the scope of the Festival.

Visa Application

MPF will assist all accepted international participants with their U.S. B-1/B-2 visa applications.

International participants who receive a U.S. visa with the invitation offered by MPF and later decide to withdraw from MPF must notify MPF by July 1, as MPF must notify the U.S. border control to cancel your entry of the U.S. as required by law.

International participants, who plan to stay in the U.S. beyond the festival for other personal excursions at your own expense, must also notify MPF by July 1, as MPF must notify the U.S. Border Control as required by law.

Travel Arrangements for American Music Journey (AMJ) Participants

All participants of “MPF American Musical Journey” (AMJ) **MUST** arrive at JFK (John F Kennedy Airport, New York) airport **before 15:00** on July 21, and **MUST** depart from JFK **after 15:00** on August 7. **NO** exceptions can be made.

We will have staff members with a “MPF” sign at JFK airport's international arrival area. More detailed information about airport pick up and the daily itinerary will be shared in mid-July.

Please read the information listed on the “flights” page on the MPF website (under Registration) for the MPF suggested flights.
Travel On Your Own to MPF Campus

All MPF participants not engaged the American Musical Journey (AMJ) are required to make their own arrangements for travel to and from the University of Delaware (UD) campus in Newark, Delaware, for the Festival at their own expense.

Participants MUST arrive at the Roselle Center for the Arts (120 Amstel Avenue, Newark, Delaware) on the University of Delaware campus on July 25, between 13:00 and 15:00. Departure MUST occur August 6, between 8:00 am and 12:00 noon. Early arrivals and late departures cannot be accommodated.

For transportation from local airports to Newark, Delaware, MPF recommends Delaware Express (www.delexpress.com). For specific information, please contact Delaware Express directly for up-to-date information and reservations. Estimated one-way transportation costs to Newark are:

<table>
<thead>
<tr>
<th>AIRPORT</th>
<th>ONE-WAY FARE</th>
<th>TIME TO NEWARK, DE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philadelphia (PHL)</td>
<td>$47.00</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Baltimore-Washington (BWI)</td>
<td>$158.00</td>
<td>1 hour 15 minutes</td>
</tr>
<tr>
<td>Newark Liberty Airport (EWR)</td>
<td>$259.00</td>
<td>2 hours</td>
</tr>
<tr>
<td>John F. Kennedy (JFK)</td>
<td>$374.00</td>
<td>2.5 hours</td>
</tr>
<tr>
<td>Washington Reagan (DCA)</td>
<td>$330.00</td>
<td>2.5 hours</td>
</tr>
<tr>
<td>Washington Dulles (IAD)</td>
<td>$356.00</td>
<td>2.5 hours</td>
</tr>
</tbody>
</table>

More detailed information about checking in at MPF will be shared in mid-July.

Getting around town

By foot
Newark is a college town, and summer is a very relaxed and beautiful season. We encourage participants to walk to and from MPF facilities and activities.

Bus
Limited bus service between housing and other MPF facilities will be available at peak times. Information will be provided about local bus service at check-in.

Car
MPF participant parking is not included. The Roselle Center for the Arts (CFA) parking lot near MPF facilities charges $1.00 per half hour with a $12 maximum per 24 hours. No legal, free parking is available in the area. Unauthorized cars parked on campus will be fined and possibly towed.

Parking passes will be provided by the Festival for guest artists, teaching faculty and staff.
The City of Newark

The city of Newark is a typical American college town with one of America's most beautiful college campuses. ([http://www.cityofnewarkde.us](http://www.cityofnewarkde.us)) The town is easy to get around, whether by foot, bicycle, bus, or car. Artist-faculty, staff, students, and guest artists frequently meet casually after concerts at restaurants or while strolling down the sidewalks in town.

Summer days are generally hot and sunny with temperatures in the upper eighties (Fahrenheit); nights are generally clear and a little cooler.

Daily schedule of MPF and AMJ

Final daily class/concert schedule and the AMJ daily itinerary will be posted on MPF website by July 15.

Instruments and practice rooms

With the exception of cellists, bassists, percussionists and pianists, all other participants must provide their own instrument.

Bass and cello players must bring their own strings and bows.

Percussion students must bring their own sticks, mallets and small accessories.

Each string student must bring an extra set of **USED** strings so they are stretched and ready to be used.

The practice rooms and piano/percussion practice rooms in the Amy du Pont music building and Roselle Center for the Arts will be provided to MPF participants.

Music Preparation

Students should have one solo piece prepared for lessons/master class/concert. Please scan and email MPF the piano accompaniment score of one solo piece by July 1, 2016. ([MP-registration@udel.edu](mailto:MP-registration@udel.edu)). Please include your full name, full title of piece and movement title you will perform. Solo/chamber music performance during MPF’s open master classes and professional concerts is not guaranteed for all, as performers will be selected to perform based on their ability and preparation.

Students must learn all chamber music assigned before arrival at MPF, and be masterclass ready. All parts will be emailed to participants by MPF in early June. Sight-reading of chamber music parts at the festival is unacceptable.

Packing For MPF

Please see the “packing list” page on MPF website.
**Concert Attire**

For performances, all female participants are required to wear:

- Solid color (no patterns) button-down blouse and black dress slacks
  OR
- Modest black dress with below-knee skirt length and modest neckline.
- Midriff, shoulders and knees must be covered
- Low-heeled dress black shoes
- Nude or black stockings or black socks
- Minimal amount of jewelry

For performances, all male participants are required to wear:

- Black dress pants
- Black dress shoes (no sneakers of any kind).
- Black (no patterns) dress or button-down shirt
- Tall, black socks
- Dark, conservative neckwear (tie) is optional
- Minimal amount of jewelry

All participants of MPF will be required to adhere to MPF's Concert Dress Code. Students are to be familiar with the required attire prior to submitting registration. Students who do not meet the Dress Code will not be allowed on the concert stage, without exception.

**Concert tickets**

MPF concert tickets (general admission) are free to MPF participants.

Concert tickets are available at-the-door to the general public, friends and relatives for $10 (adults) and $5 (full-time students and children). Tickets are cash or check only.

**Recording of MPF events**

The participants and his/her guardian approve the use of video recording of the participants uploaded to YouTube or other similar websites in the registration process. The recording can be deleted by the student and/or his/her guardian on the day the audition result is announced. The University of Delaware Master Players Concert Series and MPF related organizations will not be held responsible for the privacy of the video.

The participants and his/her guardian, and all other participants approve the use of photography, audio recording and video recording of the entire trip and festival by MPCS and MPF for education, archival and promotional use in any media format/outlet worldwide in perpetuity without a fee.
RULES AND REGULATIONS / Code of Conduct for student musicians

All MPF participants must carry an Emergency Card with them at all times. Emergency Cards will be provided at check in.

All MPF participants are expected to exhibit exemplary behavior at all times including proper concert etiquette, polite use of cell phones, wearing headwear in buildings and following all rules, regulations and policies established by Festival.

All MPF participants will attend lessons, masterclasses, excursions and performances. Students will arrive on time and fully prepared. No exceptions unless due to medical reasons confirmed in writing by a physician.

All MPF participants will not behave in any way which endangers, intimidates or interferes with any participant. All participants will use kind words and actions, and language may not include anything offensive, sexist or racist.

All MPF participants will be respectful to all other participants, faculty and staff. Aggressive behavior, fighting or bullying will not be tolerated.

All MPF participants will respect personal and Festival property ensuring that no damage or theft occurs.

All MPF participants shall not have alcohol on University of Delaware property at any time during the Festival. Purchasing or consuming alcohol in the US under the age of 21 is illegal and can involve serious legal consequences.

No MPF participant shall possess any weapon or object that may cause harm to another, or place another in fear of his/her safety.

Illegal substances are illegal and any possession or use will not be tolerated. Police will immediately be contacted.

The University of Delaware is a completely smoke-free environment. All MPF participants shall refrain from using tobacco products anywhere on campus including dorms, grounds, buildings, dining halls, restrooms, etc. There are no areas for smoking on campus. No exceptions.

Physical intimacy of any kind is discouraged during the Festival. Any physical intimacy that is not fully, clearly consenting and involving only participants over 18 is strictly forbidden.

All illnesses, injury or difficult situations must be reported to MPF staff immediately.

All original music used in MPF performances MUST be returned. All music must be returned in good condition and with all parts intact. Failure to do so will result in monetary penalty.
Additional Rules and Regulations for participants under 18

All MPF participants under 18 shall not consume alcohol or use illegal substances during the Festival or while on the American Music Journey.

All MPF participants under 18 must not engage in physical intimacy.

All MPF participants under 18 will honor Festival curfew of 11:00 pm and be in their dorm room, without guests by that time. Bed checks will be conducted by the MPF staff nightly.

All MPF participants under 18 will follow directions of their counselor at all times and remain with their assigned group. Minor participants will travel together at all times.

CONCLUSION

Violation of any Festival rule, regulation or policy may lead to the loss of private lesson privileges, revocation of performance opportunities, conference with private teacher, or whatever may be deemed appropriate by the Administration up to expulsion from the Festival. Participating in illegal activity will lead to immediate dismal from Festival. No refunds will be made.