

**PSOA Music Department  
Collaborative Artist Payment (CAP)  
Policy for Student Recitals**  
(finalized 8/24/17)

At the request of the UWM music majors, Differential Tuition money has been set aside to assist in paying the fees to collaborative artists (including accompanists) for Junior and Senior recitals of UWM Undergraduate Music majors.

**Criteria:**

- A. Every Undergraduate Music major is eligible for payment from Differential Tuition to collaborative artists for accompaniment of up to one Junior and one Senior recital, and additional recitals if they are degree-required during his/her/hir undergraduate career at UWM.
- B. A maximum amount of \$150 per recital will be paid to collaborative artists (i.e., one payment of \$150 may be made to one collaborative artist or two (2) collaborative artists may be paid \$75 each, not to exceed \$150 per recital, including joint recitals).
- C. Payments from Differential Tuition will only be made directly to an individual (or individuals) performing as a collaborative artist for a UWM Music student Junior or Senior recital; no payment will be made directly to the student(s) presenting the recital to disburse to the collaborative artist(s).
- D. A valid Social Security Number is required for collaborative artist(s) – payment is not possible for international artist(s) without one.
- E. It is the responsibility of the student presenting the recital to engage a collaborative artist(s) and make appropriate rehearsal and recital venue arrangements according to UWM Music Department procedures.

**Application Requirements:**

- A. The student(s) must submit the request form four (4) weeks prior to the recital date.
- B. Applications must be signed by both the studio teacher and area head and include the name(s) and contact information of those serving as accompanist(s) for the recital.
- C. If approved, payments to accompanists will be issued upon completion of the recital (with verification by the studio instructor) according to UWM accounting policies and procedures.
- D. For joint recitals, both presenters must submit separate CAP applications IF they are engaging separate a collaborative artist.

**Administrative Guidelines:**

- A. The completed request with studio instructor signature and area head signature must be submitted to the mailbox of Performing Arts Programs Manager Kayla Premeau in Art 203.
- B. The Performing Arts Programs Manager will notify the student of receipt of and status of processing of the payment request.
- C. Funds will be paid in accordance with the University policies and procedures approximately ten days to three weeks after the recital.

## Student Recital Collaborative Artist Payment (CAP) Request Form

(if not typing, please write neatly)

Submit form to mailbox of Performing Arts Programs Manager Kayla Premeau in Art 203

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Student Name _____	Submission Date: _____
Student Phone & Email: _____	
Recital Date: _____	<input type="radio"/> Junior Recital <input type="radio"/> Senior Recital
Joint Recital? <input type="radio"/> Yes <input type="radio"/> No	If yes, list other presenter: _____

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Collaborative Artist's Name: _____	Collaborative Artist's Name: _____
Address: _____	Address: _____
_____	_____
Email: _____	Email: _____
Phone: _____	Phone: _____
Fee \$ Req: _____	Fee \$ Req: _____
Stu/Empl?: _____	Stu/Empl?: _____

For the Stu/Empl? line, please state whether this person is either a current student and/or current/recent employee in the UW-System (to the best of your knowledge).  
*Maximum total amount payable is \$150 per recital, for solo or joint recitals; for one or multiple collaborative artists.*

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### NOTES:

- A valid social security number is required for each collaborative artist in order to pay him/her/hir, however DO NOT provide social security numbers on this request form. That information will be collected by the Performing Arts Programs Manager directly.
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\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Studio Instructor Signature      Date                      Area Head Signature      Date

**FOR PSOA USE ONLY:**

Date Recv'd PM \_\_\_\_\_

Date Appv'd Music Dept \_\_\_\_\_

Date Processed PM \_\_\_\_\_