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 their 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 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 (form is available from www.arts.uwm.edu/student-resources).

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 collaborative artists.

**Administrative Guidelines:**

A. The completed request with studio instructor signature and area head signature must be emailed to Performing Arts Programs Manager Kayla Premeau at kpremeau@uwm.edu.

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 four weeks after the recital.
Student Recital Collaborative Artist Payment (CAP) Request Form
(if not typing in Word, please write neatly)

Submit form via email to Performing Arts Programs Manager Kayla Premeau at kpremeau@uwm.edu

Student Name ____________________________ Submission Date: ________________

Student Phone & Email: ______________________________________________________

Recital Date: ________________ □ Junior Recital □ Senior Recital

Joint Recital? □ Yes □ No If yes, list other presenter: ____________________________________

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.

NOTES:
○ A valid social security number is required for each collaborative artist in order to pay them, however DO NOT provide social security numbers on this request form. That information will be collected by the Performing Arts Programs Manager directly.

_________________________ Date

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