

TABLE OF CONTENTS

Table of Contents	1
Mission	2
Registration	3
Financial Information	4
Lesson Length Options	4
Tuition	4
Payment	4
Scholarships	4
Policies	5—7
Child Safety	5
Attendance	5
Withdrawal	6
Recital Etiquette	6
Music Copying	6
Facilities Maintenance	7
Dismissal	7
Private & Group Instruction	8—9
Music Composition/Theory	8
Organ	8
Piano	8
Trumpet	8
Violin/Cello	9
Voice	9
Group Instruction	9
Summer Studies	9
Academic Calendar	10
Faculty & Staff	11

MISSION

The Saint Andrew's Conservatory of Music exists to train musicians for the church, the community, and the world, for the glory of God.

REGISTRATION

- Each potential student, whether new or returning, must complete a registration form by visiting www.saintandrewsconservatory.org. Registrations may only be done online.
- There is a one-time non-refundable \$25 fee for the initial set-up of any lesson for a student. An additional \$25 fee will be incurred if a student adds an additional lesson or makes significant changes to the lesson schedule. Additional lessons or schedule changes require staff coordination with the teacher(s), as well as accounting, and facility arrangements.
- Registration fees are waived for students who return within one year.
- Lessons will not be guaranteed for unregistered students.
- Advanced students may be required to play a prepared piece, sight-read an unfamiliar piece of music, and/or meet with the individual faculty member to discuss goals before being admitted to study.

FINANCIAL INFORMATION

Lesson Length Options

30-minute lesson	\$30
45-minute lesson	\$45
60-minute lesson	\$60

Tuition

Tuition will be due on or before the first day of the semester. The tuition for a full semester will be assessed to all students registering, regardless of what date they begin. Students who pay in full on or before the first day of the semester receive a 10% discount. There is no 10% prepayment discount for the summer semester. A convenient payment plan is also available for those who prefer to pay monthly with an additional \$5.00 fee per month. Members of Saint Andrew's Chapel receive a 20% discount. Fees for group classes will vary depending on the number of weeks a class runs.

Payment

Payment by credit card, check, or cash must be made on or before the published due date. If paying by check, please make the check out to "Saint Andrew's Conservatory." Payments received after the due date will incur a \$15.00 late fee. No lessons will be given to the student until payment has been made.

Students who withdraw after the registration deadline will incur a \$25.00 fee. Please see the Withdrawal Policy on Page 6 for more information.

Scholarships

Outstanding students who are recommended by their teacher after at least one full year of study may be considered for a 25% scholarship. Teachers must contact the Conservatory Office to request an application form.

POLICIES

Child Safety & Supervision

During lessons with minor children (students under the age of 18), at least one adult guardian (18+) in addition to the teacher must remain present in the same room throughout the duration of the lesson. There will be no exceptions to this policy, which applies to all Saint Andrew's Chapel events. If the guardian of the child must leave the room for any reason, the teacher must pause the lesson and will only resume once the guardian has returned. During lessons where multiple-child families are present, children must remain supervised at all times.

Attendance

Once a student is registered for a lesson, they are responsible for notifying the teacher if they will be tardy/absent.

Tardiness – Students are to arrive on time for their lesson, and if they are late, they will not be guaranteed their full lesson time.

Excused Absence – One excused absence is permitted each semester. Notice must be given to the teacher at least 24 hours in advance. Teachers are not obligated to make up for more than one absence. Make-up lessons will usually be scheduled for the included “make-up week” in the posted schedule. Two additional absences may be excused, but it is up to the discretion of the teacher to schedule additional make-up lessons. This may possibly eliminate a scheduled “break week” for the student. Refunds for missed lessons will not be issued, unless waived by the Dean of the Conservatory.

Unexcused Absence – Cancellation on the day of a lesson may be necessary in some cases; this, however, will be counted as an unexcused absence. This absence will be made up at the discretion of the teacher, as they are not required to make up an unexcused absence.

Teacher Absence – If a teacher misses a lesson for any reason, the teacher has until the end of the semester to make up that absence. If by the end of the semester the teacher has not been able to make-up their absence(s), the student will be refunded for the teacher’s missed lesson(s).

Withdrawal

Withdrawal requests must be made in writing (including email). A \$25.00 fee will be collected for any withdrawal, unless waived by the Dean of the Conservatory. The Withdrawal Refund Policy is as follows:

Week 1—3	Refund 100% of tuition balance
Week 4—6	Refund 75% of tuition balance
Week 7—15	Refund 50% of tuition balance

**Tuition balance is defined as tuition remaining for lessons not taken.*

Recital Etiquette

Students must be appropriately dressed for a formal recital. Their attire should reflect the high standards that the Conservatory upholds. Casual clothing should be avoided.

Students will sit together in the front rows. This is so that they are close enough to approach the stage efficiently. In the case of very young children, sitting with parents is permitted.

Students should remain until the completion of the recital and must sit quietly and listen attentively to other students as they perform.

Teachers will instruct their students in correct etiquette for approaching and leaving their instrument and receiving applause.

Students are encouraged to perform their piece(s) by memory, if possible.

Music Copying

Copying copyrighted music is illegal. While copyrights vary by publishing year, any music written or published after 1923 is likely still under copyright. Even when older music is in the public domain, the sheet music itself (if created by a publisher after 1923) is not, unless specified by the publisher. Since 1989, the © symbol/information has been optional, so even if you do not see the copyright information printed on the music, it may still be under copyright. Music no longer in print may still be under copyright; therefore, express written permission by the publisher must be obtained in order to copy out-of-print music.

Faculty and students of Saint Andrew's Conservatory will not be permitted to make or use copies of copyrighted music, unless express written permission from the publisher allows them to make a temporary copy until purchased music arrives (at which point, copied music must be destroyed). The facilities of Saint Andrew's Conservatory will not be made available for students wishing to copy music. Faculty may copy proven non-copyrighted music with the assistance of Saint Andrew's Chapel staff.

Copies or excerpts with sources properly cited may be made in compliance with "fair use" laws (Title 17, Section 107, U.S. Code)—that is, short excerpts or exhibits in an academic paper, speech, article, classroom demonstration, or similar.

Facilities Maintenance

The facilities of Saint Andrew's Conservatory are provided courtesy of Saint Andrew's Chapel. Facilities and supplies should remain as they were before use of the classrooms. Please adhere to the following guidelines:

- Leave toilet facilities and play areas as you found them.
- Do not use church supplies intended for Sunday use, including food, drinks, and craft supplies.
- Do not allow children to run in the sanctuary or fellowship hall or play with church items and supplies.

Dismissal

Saint Andrew's Conservatory reserves the right to dismiss any student due to frequent tardiness and/or absence, behavioral problems, nonpayment, or noncompliance with the policies outlined in this handbook.

PRIVATE & GROUP INSTRUCTION

Saint Andrew's Conservatory faculty is committed to upholding the highest standards of musical excellence, using effective teaching methods and the finest curricula available. Our teachers are members of professional organizations such as National Federation of Music Teachers, Music Teachers National Association, National Association of Music Education, American Guild of Organists, Royal School of Music, and National Association of Teachers of Singing. We offer private instruction in music composition/theory, organ, piano, trumpet, violin, cello, and voice.

30-, 45-, or 60-minute lessons are available to adults and children. Lessons are typically scheduled once a week during the academic year. Online lessons will be offered at the discretion of the teacher. All child safety supervision and attendance policies (see Page 5) must be adhered to for online lessons.

Music Composition/Theory, Conducting

Students must own or have access to the teacher's required textbook, workbook, software, and other additional materials.

Harpsichord

Students are required to have access to a harpsichord on which to practice during the week, which may include scheduled time on the Conservatory's harpsichord. Piano experience is necessary before beginning harpsichord, and an audition with the teacher is required.

Organ

Students are required to have access to an organ on which to practice during the week, which may include scheduled time on one of the Conservatory's organs. Piano experience is necessary before beginning organ, and an audition with the teacher is required.

Piano

Students are required to own or have regular access to a well-tuned acoustic piano on which to practice during the week. At this time, there is a waitlist for new piano students; please register online to reserve a spot on the waitlist.

Violin/Cello/Bass

Students are required to own or have regular access to an appropriately sized violin or cello. For cello and bass students, an audition may be required depending on the student's background.

Voice

Students will primarily specialize in classical vocal repertoire. An audition may be required depending on the student's background. At this time, we are not accepting voice students under the age of 14.

Group Instruction

Group classes in music composition/theory, string ensembles, and vocal ensembles may be offered if demand is sufficient. Each class will run 8 weeks during a semester and will be open to beginner through advanced students. A minimum number of students must register to guarantee a group class.

SUMMER STUDY

Beginning in 2023, teachers and students will schedule 8 lessons within the dates of the summer semester (see Page 10). This allows for flexible availability for both teacher and student.

Each summer, we offer a 5-day ***Summer Music Academy*** that provides a fun setting for students to learn and grow, both musically and spiritually. Academy sessions are taught by contracted teachers who are confessing Christians and who take their mission as teachers/performers seriously.

Our ***half-day program*** is open to students ages 4-10 with no previous musical experience required. Students will spend the week learning theory in Music Discovery, singing in choir, and playing Orff instruments and handbells.

Our ***full-day program*** is open to students ages 11-18 who are intermediate to advanced level musicians. Students will spend the week rehearsing in both small and large ensemble settings (organ, piano, strings, and voice), learning music theory, and working in masterclass and recital settings.

ACADEMIC CALENDAR

Spring 2023

15 weeks of instruction

Semester Begins	January 9
Registration Deadline	January 27
Spring Break (<i>optional make-up week</i>)	February 27—March 3
Easter Break (<i>no lessons</i>)	April 3—7
Semester Ends	May 5
Spring Recitals	May 8, 9, and 11
Make-Up Week	May 8—12

Summer 2023

8 weeks of instruction

Semester Begins	May 22
Schedule 8 lessons with teacher during these summer dates.	
Memorial Day (<i>no lessons</i>)	May 29
July 4 th (<i>no lessons</i>)	July 4
Summer Music Academy (<i>no lessons</i>)	July 24—28
Semester Ends	August 4

Fall 2023

15 weeks of instruction

Semester Begins	August 14
Registration Deadline	September 1
Labor Day (<i>no lessons</i>)	September 4
Fall Break (<i>optional make-up week</i>)	October 9—13
Thanksgiving Break	November 20—24
Fall Recitals	December 4, 5, and 7
Semester Ends	December 8
Make-Up Week	December 11-15

CONSERVATORY FACULTY

Sharon Chang, M.M.	violin
Cynthia Jimenez, B.A.	piano
Elise Jimenez, M.M.	cello
Anne Jueng, M.M.	piano
Olga Kolpakova, M.M.	violin
Jacey Koo	piano
Gordon Mason, D.M.A.	music composition/theory, conducting
Drew Pace, M.M.	harpsichord, organ, piano
Vernay Reindollar	bass
Kirsten Swed	piano
Angelyn Traylor, M.M.	piano
Laura Yount, M.M.	voice
Terry Yount, D.M.A.	organ, piano

CONSERVATORY STAFF

Todd Alexander, Dean of Conservatory
Elizabeth Lang, Conservatory Administrative Assistant
Stassia Petersen, Director of Accounting & Human Resources

*If you have any questions or concerns,
please contact Elizabeth Lang at
elang@sachapel.com, or by calling
the church office at (407) 328-1139.*