

SAINT ANDREW'S

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CONSERVATORY OF MUSIC

# Student Handbook

## 2023-2024

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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 at [saintandrewsconservatory.org/registration](http://saintandrewsconservatory.org/registration). Registrations may *only* be done online.
- There is a one-time non-refundable \$25 fee for the initial setup of lessons for a student. An additional \$25 fee will be incurred if a student adds an additional lesson type 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 in which 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; 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 whether to schedule additional make-up lessons. This may 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; but this will be counted as an unexcused absence. This absence may 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 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.

### **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 wait list 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 do not accept 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 eight 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

Teachers and students will schedule eight 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 five-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 having completed grades K-4 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/handchimes.

Our *full-day program* is open to students having completed grades 5-12 who are intermediate through 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

## 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 2-6
Thanksgiving Break ( <i>no lessons</i> )	November 20-24
Semester Ends	December 8
Make-Up Week	December 11-15
Fall Recitals	December 11, 14, & 15

## Spring 2024

*15 weeks of instruction*

Semester Begins	January 8
Registration Deadline	January 26
Spring Break ( <i>optional make-up week</i> )	February 26-March 1
Easter Break ( <i>no lessons</i> )	March 25-29
Semester Ends	May 3
Make-Up Week	May 6-10
Spring Recitals	May 6, 7, & 9

## Summer 2024

*8 weeks of instruction (please schedule 8 lessons within these 12 weeks)*

Semester Begins	May 13
Seminary Commencement ( <i>no morning lessons</i> )	May 17
Memorial Day ( <i>no lessons</i> )	May 27
Registration Deadline	June 14
Independence Day ( <i>no lessons</i> )	July 4
VBS Week ( <i>no morning lessons</i> )	July 8-12
Summer Music Academy ( <i>no lessons</i> )	July 22-26
Semester Ends	August 9

## 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
Gordon Mason, D.M.A.	music composition/theory, conducting
Vernay Reindollar, M.M.	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](mailto:elang@sachapel.com), or by calling the church office at (407) 328-1139.*