

SAINT ANDREW'S

CONSERVATORY OF MUSIC

Student Handbook

2024-2025

5525 Wayside Drive | Sanford, FL 32771
407-328-1139 | schang@sachapel.com

TABLE OF CONTENTS

MISSION.....	3
REGISTRATION.....	4
FINANCIAL INFORMATION	6
Lesson Length Options.....	6
Tuition.....	6
Payment	6
Scholarships.....	6
POLICIES.....	7
Child Safety & Supervision.....	7
Attendance.....	7
Withdrawal.....	8
Recital Etiquette.....	8
Music Copying.....	8
Facilities Maintenance.....	9
Dismissal.....	9
PRIVATE & GROUP INSTRUCTION.....	10
SUMMER STUDY.....	11
ACADEMIC CALENDAR.....	Error! Bookmark not defined.
CONSERVATORY FACULTY	13
CONSERVATORY STAFF	13

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. Registrations may *only* be done online. Due to limited studio openings, submission of a new student registration does not guarantee enrollment in any studio. *Disclaimer: Unless you register, there is no guarantee that a spot will be held for you in your teacher's studio.*
- If the office does not receive payment before Friday at 5pm of the first week of lessons, you will be turned away from your next lesson and a \$15 late fee will be added.
- 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 should remain present in the same room throughout the duration of the lesson. This applies to all Saint Andrew's Chapel events. If the guardian of the child must leave the room for any reason, the teacher should 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.

Student Practice

Conservatory students may reserve through the Music Administrative Assistant up to 3 hours of practice time. Rooms with a piano will be assigned based on availability. The sanctuary organ has a limit of 1 hour per week, so other organ practice times will be on the narthex organ. Practice is not allowed on the sanctuary piano.

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 organ, piano, violin, viola, cello, bass, 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.

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/Viola/Cello/Bass

Students are required to own or have regular access to an appropriately sized string instrument. 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.

SUMMER STUDY

Teachers and students will schedule six or 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 2024

15 weeks of instruction

Registration Opens	July 1
Invoices Sent	August 1
Semester Begins	August 12
Payment Due	August 16
Registration Closes	August 26
Labor Day (no lessons – make-up on Monday 10/7)	September 2
Fall Break (optional make-up week)	October 7-11
Thanksgiving Break (no lessons this week)	November 25-29
Semester Ends	December 6
Make-Up Week	December 9-13
Fall Recitals	December 9, 10 & 12

Spring 2025

15 weeks of instruction

Registration Opens	December 9
Invoices Sent	January 2
Semester Begins	January 6
Payment Due	January 10
Registration Deadline	January 20
Easter Break (make-ups avail. Monday–Thursday, closed Friday)	April 14-18
Semester Ends	April 25
Make-Up Week	April 28 – May 2
Spring Recitals	April 28, 29 and May 1
Conservatory Closed	May 6-9

Summer 2025

6 or 8 weeks of instruction; 30-minute lesson length minimum per student

Schedule 6 or 8 lessons with your instructor anytime during 12 weeks according to these summer dates:

Registration Opens	April 21
Registration Closes	May 8
Invoices Sent	May 9
Semester Begins	May 12
Payment Due	May 16
Memorial Day Holiday (no lessons)	May 26
July 4 th Holiday (no lessons)	July 4
July 7-11 – no lessons before 1pm (VBS week)	July 7-11*
Summer Music Academy (no lessons this week)	July 21-25
Semester Ends	August 8

CONSERVATORY FACULTY

Brian Bak, D.M.A.	violin
Sharon Chang, M.M.	violin
Angelyn Chen, M.M.	piano
Cynthia Jimenez, B.A.	piano
Elise Jimenez, M.M.	cello
Anne Jueng, M.M.	piano
Olga Kolpakova, M.M.	violin, viola
Vernay Reindollar, M.M.	bass
Kirsten Swed	piano
Laura Yount, M.M.	voice
Terry Yount, D.M.A.	organ, piano

CONSERVATORY STAFF

Todd Alexander	Dean of Conservatory
Sharon Chang	Conservatory Administrative Assistant
Stassia Petersen	Director of Accounting & Human Resources

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