

SAINT ANDREW'S

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CONSERVATORY OF MUSIC

# Student Handbook

2020-2021

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## MISSION

*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 (paper or electronic).
- There is a one-time non-refundable \$25 registration fee.
- 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 for study.
- Registrations will not be taken over the phone.
- Lessons will not be confirmed for unregistered students.

### Returning Students

- In order to receive priority placement, returning students must notify the Conservatory office of their intention to renew prior to the end of the previous semester.
- Registration fees are waived for students who return within one year.

## FINANCIAL INFORMATION

30-minute lesson	\$27.00
45-minute lesson	\$40.50
60-minute lesson	\$54.00

Members of Saint Andrew's Chapel receive a 20% discount.

### Tuition

Tuition will be due on or before the first day of lessons. The tuition for a 15-week 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.

A convenient payment plan is available for those who prefer to pay monthly, with an additional \$5 fee per month. Monthly payments are calculated by taking the 15 week tuition and dividing it equally into five monthly payments. (This comes out to three lessons per payment.) Monthly payments do not coincide with the number of lessons given each month.

Faculty members will be unable to accept students after the posted end of registration.

Summer lessons are taught in two four-week terms. Payment in full for the summer session is due on or before the first lesson. (There is no 10% prepayment discount for summer sessions.)

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 at or before the published due date. 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 fee. Please see the Withdrawal Policy on page 6. This policy may be waived by the Dean for extenuating circumstances.

### Scholarships

The Conservatory Board has appointed a Scholarship Committee to consider outstanding

students recommended by their teacher after at least one full semester of study. Email [mconservatory@sachapel.com](mailto:mconservatory@sachapel.com) to request an application.

## **POLICIES**

### ***Child Safety***

#### **Supervision**

During lessons with minor children (students under 18), at least one adult (18+) in addition to the teacher must remain with the child throughout the time scheduled. There will be no exceptions to this policy, which applies to all Saint Andrew's Chapel events.

#### **Siblings/Guests**

During lessons where multiple-child families are present, children must be supervised by an adult at all times.

### ***Attendance***

Students who are late for a lesson will not be guaranteed their full lesson time.

Once you have registered for a class or private lesson, you are responsible for notifying the instructor if you will be absent.

#### **Excused Absence**

One excused absence is allowed each term. Notice must be given to the instructor at least 24 hours in advance. The term schedule includes a week of make-up lessons at the end of each term.

The teacher is not obligated to make up more than one absence. Two additional absences may be excused, but it is up to the discretion of the instructor to schedule additional make-up lessons, possibly eliminating scheduled "break weeks" for the student. Refunds will not be issued.

#### **Unexcused Absence**

Cancellation on day of lesson may be necessary in some cases. This unexcused absence will be made up at the discretion of the instructor. Instructors are not required to make up any unexcused absence.

#### **Teacher Absence**

If a teacher misses a lesson, the teacher has until the end of the semester to make up a teacher absence. (Monthly lesson payments will not be adjusted.) 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 (includes email).  
A \$25 fee will be collected for any withdrawal.

The Withdrawal Refund Policy for students enrolled in **private instruction** 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

The Withdrawal Refund Policy for **Certificate in Church Music** students 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.

## ***Dismissal***

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

## ***Recital Etiquette***

- Students must be appropriately dressed for a formal recital. Their dress should reflect the high standards the Conservatory upholds. Casual clothing should be avoided.
- Students will sit together in the front rows. In cases of very young children, sitting with parents is allowed. Please make sure your child is close enough to the front to approach the stage quickly.
- Students should remain until the completion of the recital.
- Students must sit quietly throughout the recital and listen attentively to other students as they perform.
- Instructors will train their students in correct etiquette for approaching and leaving their instrument and receiving applause.
- Students are encouraged to perform their pieces by memory if possible.



## ***Music Copying***

**Copying copyrighted music is illegal.**

- While copyrights vary by publishing year, in general, 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 its publisher.
- Since 1989 the © symbol/information has been optional, so even if you do not see copyright information printed on the music it may still be under copyright.
- Music no longer in print may still be under copyright, but express written permission by the publisher to copy out-of-print music may be obtained.

Faculty and students of Saint Andrew's Conservatory will **not be permitted to make or use copies of copyrighted music** unless express written permission of the publisher allows them to make a temporary copy until purchased music arrives (at which time the copy must be destroyed).

The facilities of Saint Andrew's Chapel **will not be made available for students wishing to copy music**. Faculty may copy proven non-copyrighted music with the assistance of 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 of Music are provided courtesy of Saint Andrew's Chapel. Supplies and facilities 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/supplies.

## PRIVATE INSTRUCTION

The 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 for Music Education, American Guild of Organists, Royal School of Music, and National Association of Teachers of Singing.

30, 45, or 60-minute lessons are available to adults and children. Lessons are typically scheduled once a week during the academic year. There are two four-week sessions for private instruction during the summer. Online lessons will be offered at the discretion of your private instructor. All child safety supervision and attendance policies (see page 6) must be adhered to for online lessons.

**Repertoire Classes** are gatherings of students, faculty, and parents to allow each student practice performing music learned thoroughly and ready to present. They are not required, but are available for faculty to attend. Dates will be posted each semester with adequate time for students to prepare music for the class.

*A parent or legal guardian must be present in the classroom during any private lesson given to a child under 18 years of age.*

### **Piano**

Students are required to own or have access to a well-tuned acoustic piano on which to practice during the week.

### **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 instructor is required.

### **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 instructor is required.

### **Voice**

Some vocal instructors may require an audition.

### **Violin/Cello**

Students are required to own or have access to an appropriately-sized violin or cello.

## Flute

Students must own or have access to an instrument.

## Trumpet

Students must own or have access to an instrument.

## Music Theory

Students must own or have access to their instructor's required textbook, workbook and other additional materials. No theory exam is required.

## Composition/Arranging

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

\*Additional instruments are available pending faculty availability.

# GROUP INSTRUCTION

Group classes in **music theory**, **violin/string ensemble**, or **voice** may be offered if demand is sufficient. Each class runs 8 weeks during a term and is open to beginners through advanced students. A minimum number of students must register to guarantee a class.

# SUMMER STUDY

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 instructors who are confessing Christians and who take their mission as teachers/performers seriously. They are experts in the field who mentor tomorrow's musicians with care and wisdom.

Our **half day program** is open to elementary-age students with no previous musical experience required. Students spend their week singing in choir, as well as playing Orff instruments, handchimes, and recorders. Specific classes vary from year to year.

Our **full day program** is open to middle and high school students who are intermediate to advanced level instrumental musicians. Students spend their week rehearsing in both small and large ensemble settings (chamber ensembles, orchestra), learning music theory, and working with faculty in recital and masterclass settings.

# Certificate in Church Music

Saint Andrew's Conservatory of Music offers the Certificate in Church Music for students or returning adults who do not desire a 4-year degree, want professional certification, or who have a job and want to refresh skills and add new ones. The curriculum is designed to be completed within 2 years (4 semesters) and includes components of private study, skill development, practical management of church music ensembles and programs, and ensemble participation. This program is not accredited.

## What are the major areas of study?

- **Applied Music 8 hours.** Private study on woodwinds, strings, keyboards, and voice with opportunities to perform each semester.
- **Musicianship Courses 8 hours.** Music theory, conducting, and composition.
- **Music and Worship 4 hours.** Church music history, hymnody, and administrative skills.
- **Ensembles 4 hours.** Choir, instruments, keyboard, and handbells.

**How long does the program take?** Most students will easily fulfill the required courses over 4 semesters.

## What does the program cost?

Cost is based on number of hours billed at the Conservatory's applied music rate. Payment plans are available. Application may be completed online. There is a one-time non-refundable \$25 registration fee.

**What practical experience will students have?** Certificate in Church Music students are invited to participate in services at Saint Andrew's, or in local churches around the Conservatory.

**A faculty mentor will be assigned to each Certificate student throughout the program.**

For more information, or to schedule an interview and register for the upcoming semester, contact us at:

Saint Andrew's Conservatory of Music  
5525 Wayside Drive  
Sanford, Florida 32771  
407-328-0528  
[www.saintandrewsconservatory.org](http://www.saintandrewsconservatory.org)  
[mconservatory@sachapel.com](mailto:mconservatory@sachapel.com)

# ACADEMIC CALENDAR

## *Fall 2020*

*15 weeks of instruction*

Semester Begins	August 10
Registration Deadline	August 28
Labor Day (no lessons)	September 7
Fall Break	October 5-10
Thanksgiving Break	November 23-28
Semester Ends	December 4
Make-Up Week	December 7-11
Adult Student Recital 7 pm	December 11
Fall Student Recitals 2 pm	December 12

## *Spring 2021*

*15 weeks of instruction*

Semester Begins	January 11
MLK Day	January 18
Registration Deadline	January 29
Spring Break	March 1-6
Easter Break	April 5-10
Semester Ends	May 7
Make-Up Week	May 10-14
Adult Student Recital 7 pm	May 14
Spring Student Recitals 9 am-12 pm	May 15

## *Summer 2021*

*8 weeks of instruction*

Summer A	May 24-June 18
Summer Music Academy	June 21-25
Summer B	June 29-July 23
Make-up Week	July 26-30

## FACULTY

<b>Sarah Hornbeck, M.M.</b>	Flute
<b>Elise Jimenez, M.M.</b>	Cello
<b>Cynthia Jimenez, B.A.</b>	Piano
<b>Anne Jueng, M.M.</b>	Piano
<b>Olga Kolpakova, M.M.</b>	Violin, Piano
<b>Gordon Mason, D.M.A.</b>	Conducting, Trumpet
<b>Drew Pace, M.M.</b>	Piano, Music Theory
<b>Angelyn Traylor, M.M.</b>	Piano
<b>Laura Yount, M.M.</b>	Voice, Opera
<b>Terry Yount, D.M.A.</b>	Organ, Harpsichord, Piano