

## **St. Andrew's SOFA Student Policy 2010-2011**

### Enrollment Guidelines

- Fall and spring classes are on a 14-week term. Summer classes are on a 6 or 8 week term. There will be one week off for Spring Break in March, and one week off for Thanksgiving in November.
- Private students enrolled in the spring semester must take a minimum of 6 summer lessons in order to gain priority placement for the fall semester.
- Students enrolled in private instruction are not guaranteed placement with the same teacher from one semester to the next. However, we highly encourage consistency in instruction and do try our best to keep students with the same instructor.
- We follow the HISD calendar for Extreme Weather Conditions.
- All tuitions include a non-refundable \$25 registration and recital fee.
- A deposit of \$100 is due at the time of registration to reserve a spot for each student. This applies to returning students as well.
- Registration forms received after the registration deadline will be assessed a \$20 late fee.
- Once a lesson time is agreed upon, it is the student's responsibility to commit to that time slot for the entire term. Refunds will not be given if a student can no longer come during their assigned time after the semester begins.
- In the event that we are unable to place you in the desired class, you will be notified and given the option to (a) switch to a different class, (b) be placed on a waiting list, or (c) be refunded the tuition.

### Attendance Expectations

- Regular attendance is crucial for all scheduled classes to ensure student success. Students should to come to each class on time and prepared.
- Notify the teacher directly at least 24 hours in advance if a student must cancel a lesson. Instructors are not required to make up lessons missed by students. If a student cannot attend his/her lesson during the assigned time, the instructor is not required to make it up. If an instructor misses a lesson, it will definitely be made up.

- Private students are allowed 2 excused absences, 3 tardies, and 1 unexcused absence before they forfeit their placement in the program. Extreme illness and other extenuating circumstances will be taken into consideration, and should be reported to the director.
- Scholarship Students: Any one of these 3 offenses will result in a meeting with a board member and probation: 1) 3 tardies, 2) 1 unexcused absence, 3) 2 excused absences. A second offense will result in loss of scholarship.

### Recital Requirements

- All students, including students in their first semester of lessons, are required to attend the fall and spring student recitals to support their peers, whether or not they are performing. Participation in recitals is encouraged but not mandatory. Attendance will be taken just as it is in regular class meetings.
- Students should wear nice church clothes. No shorts, t-shirts, flip flops, short skirts, or low cut shirts. Hair should be well kept and pulled back.
- For private students, we encourage memorization at student recitals, but do not require it.
- Students that cannot attend the recital due to illness or previous engagements should contact the director, Mandy Kung, at [SOFA@sapch.org](mailto:SOFA@sapch.org), or by phone, 713-667-1703 ext. 208.
- Adult students are not required to participate in the seasonal student recitals but are encouraged to attend. House Recitals take place each fall, and are only open to adult students. Contact your teacher for details.

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I have received and read the SOFA Policies 2010-2011 and will follow them to the best of my ability. All questions and concerns should be directed to the SOFA director via email at [SOFA@sapch.org](mailto:SOFA@sapch.org)

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_