

**St. Andrew's SOFA
Student Policy 2011-2012**

Enrollment Guidelines

1. 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.
2. 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.
3. 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.
4. The SOFA Calendar can be found on www.sasofa.org and the SOFA Bulletin Board. SOFA's vacation schedule differs from HISD and St. Andrew's Children's Place. In extreme weather conditions, we follow HISD public announcements for cancellations.
5. All tuitions include a non-refundable registration fee of \$40/Private and Group and \$25/Music Readiness Classes.
6. A deposit of \$100 or full payment is due at the time of registration to reserve a spot for each student.
7. Registration forms received after the registration deadline will be assessed a \$20 late fee.

8. 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.
9. 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

10. Regular attendance is crucial for all scheduled classes to ensure student success. Students should come to each class on time and prepared with all required materials.
11. Instructors are *not* required to make up lessons missed by students due to school activities, doctor appointments, or other commitments. Notify the teacher directly at least 24 hours in advance if the student cannot attend a lesson. If an instructor misses a lesson, it will definitely be made up.
12. 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.
13. 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

- 14. 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.
- 15. Students should wear nice church clothes. No shorts, tee shirts, flip flops, short skirts, or low cut shirts. Hair should be well kept and pulled back.
- 16. For private students, we encourage memorization at student recitals but do not require it.
- 17. Students that cannot attend the recital due to illness or previous engagements should contact the director, Mandy Kung, at SOFA@sapch.org, or by phone, 713-667-1703 ext. 208.
- 18. Adult students are not required to participate in the seasonal student recitals but are encouraged to attend. House Recitals take place once a year, and are open to adult students only. Contact your teacher for details.

I have received and read the SOFA Student Policy 2011-2012 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.

➤ *Please return signed copy to the registrar before the first week of class.*

Today's Date: _____

Student Name: _____ Signature: _____

Parent Name: _____ Signature: _____