

THE ACADEMY OF MUSIC

P.O. Box 11146
NORFOLK, VIRGINIA 23517
757.627.0967
757.627.0535 FAX
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STUDENT HANDBOOK

BACKGROUND ON THE ACADEMY

The Academy of Music is Hampton Roads' only independent non-profit community music school that is accredited by the National Guild of Community Schools of the Arts. Our mission is to provide quality music instruction to the residents of Hampton Roads, regardless of their ability to pay. Founded in 1991, The Academy of Music offers private and group instruction for most instruments and voice. Our instructors are highly trained professionals and include members of the Virginia Symphony and other leading ensembles. The Academy's offerings, designed for all ages and skill levels, are:

- Academy Studies programs conducted at four sites: Trinity Presbyterian Church and Royster Presbyterian Church in Norfolk, Great Bridge Presbyterian Church in Chesapeake and Providence Presbyterian Church in Virginia Beach; and

- Community Outreach programs, conducted in partnership with other institutions, such as our drumming programs at Park Place Baptist Church in Norfolk and our strings program at Park View Elementary School in Portsmouth.

In addition to our outreach programs, The Academy provides funding for students enrolled in private study who could not otherwise afford music lessons. This year, some 250 students will receive music instruction at little or no cost to themselves through partial or full scholarships or thanks to grant-supported outreach programs and presentations.

In 2000, The Academy of Music was fully certified by the National Guild of Community Schools of the Arts after meeting its rigorous evaluation criteria. The Guild provides leadership and advocacy for some 300 schools of the arts across the country, sets quality standards and promotes public awareness of the value of arts education. The Academy is one of only two fully certified schools in Virginia.

RECITALS AND PERFORMANCE OPPORTUNITIES

Experience in performing for others is an important part of one's musical education. The Academy will present a number of student recitals annually, for school age and adult students. These recitals are open to all students who are interested in participating. Other special recitals by students or faculty may be scheduled throughout the year.

MUSIC PURCHASING

Although teachers may occasionally offer to assist in acquiring parts and scores, this is primarily the responsibility of the student.

The Academy of Music is a 501(c)(3) non-profit, equal opportunity organization. We do not discriminate on the basis of race, nationality, ethnic origin, color, sex, or religious belief in any of our policies or programs.

ATTENDANCE AND MISSED LESSONS

The following attendance policy is consistent with the policies of most schools. Lessons should be considered as sessions within a term of study, and not individual units. No more than 2 lessons may be made up in any one semester, and make-ups cannot be carried over into the following semester.

Students are charged for all classes for which they register, regardless of the number of absences.

Missed private lessons will be made up at the instructor's discretion if 24 hours notification is given to the teacher that the student cannot attend.

All missed lessons must be reported to The Academy office, 627-0967, between 9:00 am and 5:00 pm on weekdays. **Missed lessons will be rescheduled and made up at the convenience of the instructor. Group sessions cannot be made up.**

Classes missed due to official closing for severe weather will not be made up. The Academy of Music will follow the lead of City of Norfolk public schools. Lessons missed due to public holidays will be made up.

Any lessons cancelled by the instructor will be made up in a mutually agreeable manner.

WITHDRAWALS AND REFUNDS

Written withdrawals must be submitted to the Registrar, in order to be a final withdrawal from study. **Notification to the instructor is not considered withdrawal.**

If it is necessary for The Academy to cancel any class prior to the first session, the student will be given the option to transfer to a comparable class, with no late fee charged. If no satisfactory arrangement can be made, regardless of the reason, a full refund will be given. If any class is cancelled during a term, a full refund will be given for those sessions not held.

The following policy regarding refunds will be strictly adhered to. Please also refer to the section above regarding cancellations. Refundable amounts are as follows:

1. If notice is received before the 2nd lesson or class: 75% of tuition.
2. If notice is received before the 3rd lesson or class: 50% of tuition.
3. If notice is received before the 4th lesson or class: 25% of tuition. No refunds will be made after the fourth lesson or class.

FUNDING THE ACADEMY: SHARING THE GIFT OF MUSIC

Music enriches our lives in countless ways, and music education has enormous benefits, for each student and for the community overall. The Academy's mission of offering quality music instruction to all has two key components:

- **Quality instruction for all.** Our programs are designed to build skills, understanding, and appreciation at all ages and skill levels. Matching each individual student's needs to the right teacher and program is very important. While certain musical "building blocks" are fundamental for most students, our underlying philosophy is that music is a gift and a joy that can be experienced in many ways.
- **Opportunity and access.** To share the benefits of music study as widely as possible, we strive to maintain affordable tuition and to provide scholarship support wherever needed. Expanding access through community outreach programs and partnerships is also a goal. Developing funding through gifts and grants is therefore very important to The Academy's mission and economics.

The Academy and its Board of Directors offer sincere thanks to the foundations, government agencies, businesses, and individuals whose generous, ongoing financial support enables us to share the gift of music.

The Academy of Music participates in the United Way Combined Charities and Combined Federal Campaigns. Please designate your annual contribution to The Academy of Music and share this exciting news with your friends!

All contributions to The Academy of Music are tax deductible.

ACADEMY STUDIES PROGRAMS

AREAS OF PRIVATE STUDY

The following study areas are currently offered:

Violin, Viola, Cello, Bass, Suzuki Violin, Piano, Voice, Trumpet, Guitar, Flute, Drums/Percussion, Organ, Recorder and Harp.

Private study in composition, musicianship, and sight reading is also available. For other possible areas, inquire with the Registrar.

Private lessons provide for tailored, one-on-one instruction with top-quality instructors in a warm, encouraging learning environment. Teachers and students are carefully matched for age, experience level, and other criteria.

Studio classes augment private study by bringing students at a similar experience level together for small group sessions with their teacher. Students informally perform together and for each other, building confidence and a shared learning experience. The studio class meets in lieu of the private lesson at the instructor's discretion.

ADULT PRIVATE STUDY

Our faculty is skilled in providing tailored, one-on-one instruction for all teens and adults, from the novice, to the occasional player or singer, to the seasoned professional. Through an affirming, customized method of instruction, students are able to reach for their goals.

Instrumental lessons focus on knowledge of the instrument, technique, musicianship, repertoire, interpretation, and confidence-building. Studio classes, recitals, and community performances are scheduled as appropriate.

Vocal instruction is available in various musical styles, from classical and musical theater to jazz and pop. Lessons focus on development of vocal technique, interpretation, repertoire, and language. Singers will occasionally participate in Group Vocal Classes, which emphasize the development of the vocalist's confidence, stage presence, performance experience, and performance etiquette. These classes meet at the discretion of the teacher.

CHAMBER MUSIC PROGRAM

The Chamber Music Program is open to string, wind, brass, and piano students of all ages and abilities, from the earliest levels of proficiency to the most advanced. Participants are typically placed in groups of four or five based on prior experience, age, and skill. Our enthusiastic and professional instructors, who are active chamber music performers themselves, provide opportunities to hear, see,

SCHEDULING OF LESSONS AND CLASSES

All private lessons and studio classes are scheduled with the teacher. To enroll, first contact the Registrar at The Academy and ask about teacher availability for the desired area of study. **Scheduling of lessons (or arranging for make-up lessons) is done by the teacher based on his/her availability, at his or her discretion.** Chamber ensembles are assigned each term, based on the age, skill, and experience of the students. Scheduling information for these classes is available through The Academy Registrar.

PAYMENT

Payment may be made with cash, check, or Visa/MasterCard/Discover Card.

Two payment plans are available:

1. Payment may be made in full by the registration deadline (see above).
2. Semester tuition may be divided into three payments within the semester, with the second and third payments guaranteed by a credit card. Contract must be signed and on file with the Registrar by the registration deadline.

Balances must be paid in full ~~full~~ prior to beginning the next term. If collections procedures become necessary, the collection fees will be charged to the student.

TUITION AND FEES – ACADEMY STUDIES

All new students are subject to a one-time registration fee of \$35.00.

Tuition is due prior to the first lesson of the semester. Lessons may be cancelled without notice if payment is not received by the specified date.

All returned checks are subject to a fee of \$25.00.

SCHOLARSHIPS

Each semester, The Academy provides funds for students with financial needs to pursue music studies. Requests for scholarships may be submitted to The Academy office at any time prior to the application deadline for the upcoming term. Scholarship applications are available through the office. All requests will be evaluated by the Scholarship Committee made up of members of the Board of Directors, Academy staff and other community volunteers.

Scholarship Application Deadlines

Fall Semester:	July 15
Spring Semester:	December 30

COMMUNITY OUTREACH PROGRAMS

PRESCHOOL MUSIC PROGRAMS

Area preschools and day care centers can enhance their offerings through music with The Academy's exportable preschool music program. Tailored to a center's particular enrollment and schedule, these music classes include singing, movement, age-appropriate instruments, stories, and improvisation, led by experienced, child-oriented instructors. The Academy currently provides this program at the First Presbyterian Church Preschool in Norfolk.

PARK VIEW ELEMENTARY STRING PROGRAM

This public school program provides violin instruction for *every* third through fifth grader at Park View Elementary School, Portsmouth, as part of the school curriculum. Each child receives two 40-minute instructional periods per week, supervised practice throughout the week, and a student violin, all at no cost to the student or school.

ACADEMY POLICIES

REGISTRATION

A registration form must be completed for each student at the point of enrollment. There is a one-time registration fee of \$35 due upon initial enrollment.

Registration forms and payments should only be sent to The Academy after a lesson time, or class, has been scheduled with the teacher. A separate form should be used for each student.

Information from teachers regarding your enrollment status will generate an invoice for subsequent terms.

All forms and payments should be sent to:

The Academy of Music
Attention: Registrar
P.O. Box 11146
Norfolk, VA 23517

Phone (757) 627-0967 • FAX (757) 627-0535

We accept checks, cash, Visa, MasterCard and Discover.

and work with world-class chamber ensembles and faculty in concerts, master classes, and workshops. Community performance opportunities are available each term, along with an end-of-term recital for all students. Private study is highly recommended to support participation in the Chamber Music Program.

SUZUKI INSTRUCTION METHOD (AGES 3-6 AND BEYOND)

The Suzuki Method is based on the natural way that children learn to speak their native language. The student's ear is thus trained by hearing a well-played example of the music they will be learning. In addition, parent and child attend lessons together in a group environment, providing an opportunity for both to share in the learning process. Music repertoire is presented in a carefully sequenced manner especially designed for very young children. The method begins with excellent posture and producing a beautiful tone. Children play all the repertoire they have learned at each session, building strong memory and joy in performing. Reading music follows.

Suzuki Violin

Suzuki Violin offers an opportunity for children to study violin at an early age. Since a parent is required to participate in the learning experience, both in the studio and at home, parent and child are each required to have a violin.

The unique class structure of the Suzuki Method, where children learn with other children and their parents, has significant developmental benefits.

Suzuki Violin for Parents

Parents of Suzuki children sometimes discover an interest in playing themselves. In response to popular demand, The Academy is offering Suzuki classes just for parents, giving them extra instructional time and a chance for discussion with other parents and the instructor.

CREATIVE MUSIC CLASSES (AGES 3 & 4)

Designed to help children find joy in their expressions of music, these classes include singing, listening, movement, improvisation, and instrumental activities. Preschool children experience music as a source of enjoyment and creative expression while gaining a foundation for further development of rhythmic awareness and movement, focus and concentration, pitch skills, and basic instrumental knowledge. Classes are warm, active, developmental – and fun! Three-year-olds meet twice a week for 30 minutes and four-year-olds meet twice a week for 45 minutes.

SUMMER MUSIC CAMPS

During the summer, The Academy offers a variety of music camps for children, including preschool music, elementary age music, and string programs. Camps are typically four to five days in length and combine fun and learning in equal measure.