

## **SEMINARY SCHOOL OF THE ARTS**

### **Policies and Information 2025-2026**

#### **I. Mission Statement**

The Seminary School of the Arts (SSA) believes that musical talent is a gift from God to be discovered with the help of great teachers, developed with excellence, returned with gratitude to God, and shared with others. Our goal as a school is to equip our students to do their personal best and to experience at every stage the joy of making music well. This quality experience comes through commitment to developing solid musical disciplines in practice and performance, through nurturing, highly-skilled professional teaching with a supportive, Christ-centered learning community, and through consistent parental support and encouragement. **We're shaping musicians for a lifetime, one lesson at a time.**

#### **II. Student Security: Adult Presence Is Required at Private Lessons for Students Under 18**

The well-being of our students and faculty is of the utmost importance to our ministry. Because of this, for students taking private lessons, a parent or family-designated adult (age 18 or above) must accompany minor-aged students (under age 18) to the specific lesson venue within Cooke Hall and remain either in the lesson room or just outside it for the duration of the lesson. **SSA instructors are not permitted to provide private instruction to a minor-aged student without an accompanying adult present at all times.**

**If a minor student arrives at the teaching venue without an accompanying parent or family-designated adult, the lesson will immediately be cancelled.** Such lessons will not be made up at a later time; no tuition refund will be issued for a lesson cancelled under these conditions.

Similarly, **if a parent or family-designated adult is not at the lesson venue to personally pick up the child at the end of the lesson, the next scheduled lesson will be automatically cancelled** and not made up; no tuition refund will be given for the cancelled lesson under such circumstances.

If a situation arises that prevents an adult from accompanying a student for a scheduled lesson, the family should contact the instructor at least 24 hours in advance to reschedule the lesson. For ensemble rehearsals, parents are invited to wait in the rehearsal rooms, in the second-floor lobby between Heeren Recital Hall and Choral Rehearsal Hall, in the basement lobby, on the Cooke Hall breezeway, or in the Cooke Hall courtyard. **Under no circumstances should a parent leave the immediate Cooke Hall area after having dropped off a child for an ensemble rehearsal.**

#### **III. Registration**

*Dates.* A calendar of important dates may be accessed through a link on the SSA webpage: <https://inside.sbts.edu/school-of-the-arts/> Included in this calendar are the dates by which the SSA registration, payment, and instruction processes are ordered. Dates after which a late

registration fee is applied to returning students are listed there as well. During the final four (4) weeks of a semester, new students are not usually enrolled. Exceptions may be made by the Director, if there are definite plans to continue to study into the immediately-following Winter or Summer Terms.

*Forms.* The SSA online registration form may also be found on the SSA webpage. A form for each student should be filled out in full each semester/term and submitted prior to the posted closing date for the regular registration period.

*Fees.* There is no registration fee charged during SSA's period of Regular Registration. For students who have studied as part of SSA in any previous semester or term, a \$20 Late Registration Fee per student per semester applies. New students are not charged a late fee no matter at what point in the semester or term they may enroll.

*Number of lessons.* Students are registered for a specific number of lessons. The minimum number of lessons to be taught in any semester is four (4). During the Fall and Spring semesters, 15 lessons is considered a full semester. Depending upon the annual calendar, a full Winter Term consists of 2 to 6 lessons, and a full Summer Term may be comprised of as many as 11 lessons.

*Hours of instruction.* During the Fall and Spring Semesters, SSA private lessons are taught between 8:00 a.m. and 8:00 p.m., Mondays through Fridays. Only Saturday String Ensemble sessions are held on the weekends as uniquely scheduled each semester, and never on Sundays. During the Winter and Summer Terms, lessons are taught weekdays between 8:00 a.m. and 5:00 p.m.

*Process of registration.* When the completed registration form has been received, the SSA Director will share the form with one of the SSA faculty members, based upon the instrument to be studied and the days/times requested for lessons. The teacher will contact the student/family to decide upon the specific day and time for the lessons to be taught and to confer together on the exact number of lessons to be taught during that semester/term. After that information has been communicated to the Director and his/her administrative assistant, a venue for the lessons will be reserved and the invoice prepared and sent to the family.

#### **IV. Payment Policies**

*Billing.* Upon registering for lessons or for participation in an ensemble, students will be billed electronically for the semester's tuition and fees through the SQUARE software which SSA uses. Invoices are calculated on the basis of the number of lessons to be taught/received during the semester/term in question. Invoices are sent based upon whether the student's family intends to make one (1) lump-sum payment at the beginning of the semester (preferred) or wishes to make installment payments (normally 4, spread over the course of the semester at intervals of approximately 28 days). SSA ensemble enrollment is closed after the second rehearsal, and the full fee must be paid prior to the student's first participation in a group session. Tuition is not prorated for late enrollment.

*Payment Schedule.* Prior to the first lesson of a semester, a tuition payment of at least 25% of the total must be received by the SSA office. Upon receipt of this payment, the SSA office will notify the teacher(s) concerned that instruction may begin as scheduled. Without such authorization from the SSA Director, lessons cannot begin. If a family chooses to make installment payments over the course of a semester, the reminder invoices for those payments will be sent automatically by the SQUARE software. Payment of these invoices should be done immediately. If a payment fails to reach the SSA office within a week of the sending of the invoice, the teacher and the family will both be notified that no further lessons are to be taught to the student until the necessary payment has been made. Any lesson(s) missed because of a delinquent payment will not be made up. Full payment for Winter Term or Summer Term tuition must be made as a lump sum prior to the first lesson of the term.

**NOTE:** It is understood by the SSA administration that registration for lessons is a commitment on the part of the student to complete all lessons for the given semester/term, and **full payment is owed by the registered student regardless of whether or not the student chooses to complete all lessons.**

*Modes of payment.* The preferred mode of payment is online using a personal credit card through the SQUARE software. Payment may also be made in person by check, cash, or credit card at the Billy Graham School office in Cooke Hall. Credit card payments may also be made by phone (502-897-4108).

## **V. Tuition Discounts**

Tuition discounts are available at the time of registration only. Each semester or term, eligible students may receive one (1) of the following discounts on Private Lesson fees, each worth 10%:

The *Family Discount* applies for each student in a family with multiple family members enrolled in lessons.

The *Multiple Instrument Discount* applies for each instrument of a single student enrolled in lessons on more than one instrument.

The *Seminary Discount* applies to students, faculty, and staff of Boyce College and the Seminary, as well as to their immediate family members.

The *Senior Discount* applies for students 60 years of age or older.

The *Ministerial Discount* applies for those serving a local church, association, or convention as a staff member, as well as for their immediate family members.

## **VI. Lesson Types (see SSA Fee Schedule for tuition and fees)**

*SSA Standard Rate.* This rate applies to lessons with all SSA faculty members except Suzuki-certified teachers and master teachers. Most SSA teachers hold a minimum of a bachelor's degree

in music and have taught music in a school and/or church setting. They are experienced private teachers in their areas as well as being experienced performers.

*Suzuki String Lessons* on orchestral string instruments (violin, viola, and cello) are taught by certified Suzuki teachers who are also experienced performers and pedagogues. Because of the special pedagogical qualifications of these instructors, special rates apply for these lessons.

*Master Teacher Lessons* are taught by an artist and pedagogue with exceptional accomplishments, credentials, and experience who also holds either a master's or doctoral degree in music. Individuals interested in this level of instruction for themselves or for a member of their family may contact the Director for more information.

*Group Lessons.* All string students are strongly encouraged to register for eight hour-long group lessons during Fall and Spring semesters. An additional fee applies. These students regularly perform as both individuals and as ensemble members in the recitals at the end of the semesters.

#### **VII. Refund Policy**

In case of withdrawal from the program, a tuition refund for private lessons reduced by the cost of lessons already given will be available through the fourth private lesson of each semester. **After the fourth lesson, refunds will not be given.** Ensemble fees (for group lessons) are nonrefundable due to the fact that ensemble directors plan the repertoire from the beginning of the semester based on the precise combination of students enrolled. The Late Registration Fee, if applicable, is nonrefundable. There is no refund given for withdrawal from group lessons.

#### **VIII. Semester Calendar and Holidays**

As part of The Southern Baptist Theological Seminary (SBTS), SSA basically follows the SBTS academic calendar. The SSA Fall and Spring Semesters for private lessons are calculated at 15 weeks. The semester start date allows students one week off for Fall, Thanksgiving, and Spring Breaks and/or Reading Days while still completing 15 lessons before the semester's end. SSA Student Recitals are on Saturday, usually in early- to mid-December and late April or early- to mid-May. Group classes are spread over the course of the semester both in Fall and Spring. Students in these groups usually participate in the semester-ending concert near last day of the semester. Winter Term offers the opportunity for 2 to 6 lessons between the Fall and Spring Semesters. Depending upon the annual calendar, Summer Term, students may register for as many as 8 to 11 lessons. There are no recitals or ensembles in Winter Term or Summer Term.

#### **IX. Lesson Absences and Makeup Lessons**

Private lessons cancelled by the student are nonrefundable. However, one make-up lesson per semester for a cancellation by the student is included in the semester fee. All teacher absences will be made up or the amount refunded at the end of the semester or credited toward the lessons of the next semester/term. Teachers are expected to complete any outstanding makeup lessons within two weeks of the end of each semester or term. Teachers are not expected to make up lesson time missed due to student tardiness, as many teachers have several students scheduled in succession. As a courtesy, please contact your child's teacher by the morning of

lesson day (or earlier if possible) if you need to cancel a lesson. Missing more than three ensemble rehearsals in a semester will normally disqualify the student from being able to perform in the concert in that semester.

#### **X. Practice and Performance Expectations**

*Practice time.* Teachers will instruct each student, based on the student's age and level, on the length of daily practice time needed to progress as a musician. As explained in the SSA mission statement, we believe the musical development of a student is best achieved by a partnership between student, teacher, and parents. Consistent parental encouragement and support is an essential and expected part of our program. Students are expected to apply themselves in 5-6 sessions of focused practice per week. A Suzuki lesson program requires a particularly high level of parental involvement and commitment.

*Performances.* One of the main reasons for making music is to have the joy of sharing it with others, and the regular SSA recital opportunities are a major asset of the program. Students are strongly encouraged to perform in an SSA-related recital each semester. The teacher will advise parents regularly on the progress of the student. Parents should feel free to discuss concerns about their student's progress with the teacher.

#### **XI. Parking and Directions to Cooke Hall, the home of the SSA**

Cooke Hall (2829 Lexington Road), the only approved venue for all SSA lessons, is located on the corner of Lexington Road and Godfrey Avenue, connected to Alumni Chapel, the large brick church-like building with a white steeple. From Lexington Road, turn onto Godfrey and take the second left into the parking lot; you will see the McCall Welcome Center Pavilion in front of you. Please park in the large lot on your right. Campus maps are available through a link on the SSA webpage. Cooke Hall is labeled as building No. 17 in the lower right-hand corner of this map.

#### **XII. Office and Lesson Locations**

In-person payments can be made in the Cooke Hall Office (Office of the Billy Graham School of Missions, Evangelism, and Ministry—Cooke 101). Enter the building through the left-hand door under the Cooke Hall archway and the office is immediately on your right. Lessons and ensembles take place in Cooke Hall classrooms or rehearsal halls; recitals take place in Heeren Recital Hall or in the Alumni Memorial Chapel.

For ensemble rehearsals, parents are invited to wait in the rehearsal rooms, the second-floor lobby between Heeren Recital Hall and Choral Rehearsal Hall, or in the basement lobby. **Under no circumstances should the parent leave Cooke Hall after having dropped off a child for an ensemble rehearsal.**

For private lessons for minor-aged students, parents or a family-designated adult **must** either be in the lesson room or remain immediately outside the room for the duration of the lesson as explained in Section II above.

#### **XIII. Emergency School Closings**

SSA follows the SBTS policy for emergency closings due to weather. The Seminary announces weather closings on its website ([www.sbts.edu](http://www.sbts.edu)) and on the local media. In case of a prolonged weather emergency, School of the Arts contingency plans will be announced on the website.

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