



Belmont Academy

Student Handbook

2018-2019



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Welcome to Belmont Academy!

Who Are We?

Belmont Academy was founded by Linda Ford and Dr. Jerry Warren in 1981 as the Piano Preparatory Department of the Belmont University School of Music. In May of 1996, the University established Belmont Academy to offer lessons in all disciplines. Belmont Academy was founded by Mrs. Linda Ford and Dr. Jerry Warren in 1981 as the Piano Preparatory Department of the Belmont University School of Music. In May of 1996, the University established Belmont Academy to offer lessons in all disciplines. The Academy currently offers private lessons in three major areas of instruction: Piano, Instrumental and Voice. Since its inception, Belmont Academy has been dedicated to delivering quality music instruction and a supportive musical environment where students are both nurtured and challenged. Belmont Academy offers outstanding, yet affordable, music instruction in a variety of disciplines, for students of all ages—young children through adults. No matter what your age or ability level, there is something here for you at Belmont Academy.

Mission

Our mission is to offer an environment in which students of diverse backgrounds and ages have the opportunity to explore their unique musical talents and to bring the best of themselves, their creativity, and their intellectual skills to their musical studies.

Goals

The first priority of Belmont Academy is the student. The overall goals of the Academy are:

1. To provide students a range of instrumental and vocal instruction options to choose from, including classical and commercial areas of emphasis.
2. To guide students toward a deep understanding of, and appreciation for, the art of music-making.
3. To instill a disciplined practice ethic that will help each student realize his or her individual potential and foster an appreciation for life-long learning.
4. To lead all students (from beginning to advanced) to technical proficiency, excellent musicianship, and professional presentation through dedicated instruction, demonstration of mastery in performance practices, and a commitment to the professional and ethical standards of Belmont University.
5. To engage and enrich the Nashville community by providing an excellent, active, affordable pre-college and continuing music program which maintains high standards of instruction and performance.

Values

We believe in a pre-college and continuing music program that . . .

- Challenges and nurtures students of all ages and ability levels.
- Promotes excellence in instruction, performance and practice.
- Gives students a solid musical foundation, while encouraging their creativity.
- Prepares students for continued music study, instilling in them respect and professionalism.
- Cultivates a Christian community which serves and inspires through music.
- Advocates for the value of music in the community.

Vision

Our vision is to offer high-quality instruction in various disciplines and emphases to students of all ages and abilities levels at an affordable price, and to enrich the community through the promotion of, and dedication to, the study of music.

Belmont Academy

Belmont University
College of Visual and Performing Arts
School of Music
1900 Belmont Blvd.
Nashville, TN 37212

Phone: 615.460.6346

E-mail: belmontacademy@belmont.edu

Web: <http://www.belmontacademy.net>

Academy Staff

Carrie Kimbrough, Director
Cameron Wolford, Graduate Assistant Secretary

Office: 615.460.6346

E-mail: belmontacademy@belmont.edu

Piano Coordinator

Lael Caldwell

Other Important Numbers

Rusty King (MPAC Building Manager)	615.460 .6280
Sally Dodd (MPAC Building Secretary)	615.460 .6905
Belmont University School of Music	615.460 .6408
Caroline Scism (SOM Scheduling Coordinator)	615.460 .8117
Holly Yearout (SOM Program Assistant)	615.460 .8640
Belmont University Information	615.460 .6000
Campus Security	615.460 .6617

Calendar

Belmont Academy offers two 14-week semesters: late August through mid-December and early January through early May. Students perform in recitals at the end of the fall and spring semesters. The summer semester is an 8-week session and begins in June.

Fall 2018

August 15	Fall Semester Begins
September 3	Labor Day (Closed)
October 13-16	Fall Break (Closed)
November 21-25	Thanksgiving (Closed)

Fall Recital Dates:

Thursday, December 13: 5pm and 7pm
Saturday, December 15: 10:30am, (Suzuki), Noon, 2pm, 4pm and 6pm

Spring 2019

January 2	Spring Semester Begins
January 21	MLK Day (Closed)
March 9-17	Spring Break (Closed)
April 18-21	Easter Break (Closed)
TBA	Merit Scholarship Auditions

Spring Recital Dates:

Thursday, May 9: 5pm and 7pm
Saturday, May 11: 10:30am (Suzuki) Noon, 2pm, 4pm and 6pm

Summer 2019

June 4	Summer Session Begins
June 10-14	Preparatory Piano Camp

Hours of Operation

Academy Office Hours

Monday-Thursday	1:00pm-6:00pm
Friday	1:00pm-6:00pm
Saturday-Sunday	Closed

Academy Teaching Hours Massey Performing Arts Center (MPAC)

Monday-Friday	3:30pm-8:30pm
Saturday	9:00am-4:00pm
Sunday	Upon Request

MPAC Building Hours—Fall and Spring Semesters (See Calendar for closings)

Monday - Friday	7:30am to midnight
Saturday	9:00am to 5:00pm
Sunday	1:00pm to midnight

Tuition Information

Full tuition is due at the beginning of the semester. All tuition payments should be made payable to BELMONT UNIVERSITY (not Belmont Academy) and mailed or delivered to the Academy office. If multiple tuitions are being paid per semester, *permission may be granted by the Academy Director* to pay half the total tuition amount at registration and the remainder in 60 days. A discounted rate may apply to a family *with approval by the Academy Director* if at least one of the following criteria is met: (1.) the student is an employee or student of Belmont University; (2.) the student is a dependent of a Belmont University employee; (3.) *the student is enrolled to study more than one instrument; or (4.) * a family has multiple members studying simultaneously. * In situations (3.) and (4.), students must be enrolled for *full semesters* of lessons; abbreviated semesters must be approved by the Academy Director and the instructor of the student. **The cost(s) of music, books, and other materials is not included in tuition.**

Standard Tuition Rate

(Includes 14 Lessons and Optional Recital)

Lesson Duration	Regular Tuition	*Discounted Tuition
30 minutes	\$399.00	\$359.00
45 minutes	\$623.00	\$561.00
60 minutes	\$798.00	\$718.00

Belmont Faculty Tuition Rate

(Includes 14 Lessons and Optional Recital)

Lesson Duration	Regular Tuition	*Discounted Tuition
30 minutes	\$419.00	\$377.00
45 minutes	\$655.00	\$590.00
60 minutes	\$838.00	\$754.00

Suzuki Tuition

(Includes 14 Lessons + 7/30 minute Group Lessons and Optional Recital)

Lesson Type	Lesson Duration	Regular Tuition	*Discounted Tuition
Pre-Twinkle	20 minutes + 7/30 Group	\$462.00	\$415.00
Book 1 and 2	30 minutes + 7/30 Group	\$525.00	\$483.00
Book 3 and 4	45 minutes + 7/30 Group	\$710.00	\$658.00

Summer Tuition (Standard)
(Includes 8 Lessons and No Recital)

Lesson Duration	Regular Tuition	*Discounted Tuition
30 minutes	\$228.00	\$205.00
45 minutes	\$356.00	\$320.00
60 minutes	\$456.00	\$410.00

Summer Tuition (Belmont Faculty))
(Includes 8 Lessons and No Recital)

Lesson Duration	Regular Tuition	*Discounted Tuition
30 minutes	\$240.00	\$215.75
45 minutes	\$376.00	\$340.00
60 minutes	\$480.00	\$432.00

Registration Information

Area Coordinators will place students with available instructors. Individual lesson times are scheduled by the instructor. Every effort will be made to find mutually agreeable lesson times.

Registration for the upcoming semester is completed through the Belmont Academy office, and registration forms and fees are submitted directly to the Belmont Academy office each semester.

Belmont Academy is a part of the Belmont University system, and operates under the guidelines and fiscal year of the university.

Tuition for the semester is due on or before the first lesson.

Payment must be made by check or money order. Credit card payments are also accepted, if done on our website. Please note that each child or each set of lessons must be registered separately, and a \$5.00 service charge is applied to each online application. This charge is not profit for the Academy, and is part of the fee charged for processing of the credit card. A fee of \$25.00 will be assessed for returned checks. This fee and tuition must be paid before lessons may resume.

Tuition will not be refunded after the third week of classes except due to illness or injury with written documentation from a physician. Refunds will also not include lessons already received. All refund requests must be presented directly to the office. Tuition will be refunded for the number of weeks remaining in the semester less a \$25.00 fee for processing.

Student Policies

Practice

Students are expected to practice daily. Please discuss practice requirements with your teacher. Students are permitted to practice in University practice rooms before or after a lesson. Two rules concerning the use of practice rooms:

1. The student must leave the room if a college student needs that space.
2. The door must be closed securely at all times.

*Practice in Harton Concert Hall is not permitted unless approved by the Academy office and the University.

Attendance

All lessons will begin promptly. A student arriving late will only receive instruction for the remaining portion of the allotted lesson time.

A notice of 24-hours must be given to the Instructor for absences due to illness or emergency for the lesson to be excused. Any absence by a student without a notice of 24 hours, even if due to illness or emergency, is unexcused and *will not* be made up. Forgotten lessons or *missed lessons due to conflicting activities are not* considered emergencies and are not required to be made up by the instructor. *A maximum of 2 make-up lessons per semester* may be scheduled during the semester of study for excused absences.

In times of inclement weather where students and families decide it is unsafe to travel to campus, absences may be made up, but only if instructors and students can mutually agree on a make-up time. If the student has already exceeded their 2 allowed make-ups for the semester, these lessons will only be made up at the teacher's discretion. Teachers are *not required* to do such make-ups. If the University closes for any reason, including inclement weather, lessons will be cancelled, and those lessons *will be made up*. Such absences will not count against the 2 allowed make-ups. If other schools are closed but the University is open, lessons will occur (unless otherwise arranged by the instructor and the student). All absences made by the instructor for any reason *will be made up*. As always, students are requested to use their best judgment s when attempting to come to campus. **NO REFUNDS ARE ISSUED FOR LESSONS MISSED.**

Lesson Behavior and Expectations

The student is expected to behave in an appropriate manner. Most lessons are one-on-one private lessons. Parents may join in the lesson at any time, particularly if it is conducive to providing a better learning environment. All lessons will begin promptly. A student arriving late will only receive instruction for the remaining portion of the allotted lesson time.

Parking

Belmont is a busy college campus, and parking can sometimes be challenging. Academy families are encouraged to arrive early for lessons. At the beginning of the semester families will need to get a guest parking permit. Instructors can request a permit(s) for you through the Academy office. Academy families are able to park in Visitor's spaces in the Hitch lot, or along the street. Do not park in disabled parking, unless you have the appropriate tag. Do not park in illegal spaces. If you have questions, please contact the office.

Minors Safety

Belmont University wishes to protect both our minors who visit our campus and avoid any uncomfortable and harmful situations. Therefore, as of Fall 2012, Belmont University developed a policy to aid in this endeavor, particularly for minors 12 years old and under. Some requirements of this policy include:

All students must sign into lessons. This allows us to have a record of when the students enter the studio, and leave. Signing in can be done directly with the instructor.

All students 12 years of age and under must be accompanied to and from their lessons and signed in by a parent or guardian. If you do not wish to do this, you must sign a waiver to release this obligation. This can be done directly on our new registration form. If we do not have this waiver, we must insist that students be directly escorted to and from the studio and signed in by the approved adult.

Any person who is not a legal guardian, but is approved to drop off or pick up a student 12 years old or younger, must be registered in our office. Approved individuals should be listed on the registration form. This list can be updated or changed per a parent's request at any time. Students 13 years old and up are not required to be escorted by a parent, but must still sign in and out of lessons.

No pictures of any student will be posted online by the University, the Academy or our instructors without parental permission.

The Academy Faculty

Belmont Academy offers its students instruction from highly trained and experienced musicians, including Belmont University faculty members and other highly qualified instructors from area institutions of higher learning and the community. The administration attempts to place students with a teacher whose personality and abilities meet the needs of the student.

PIANO	STRINGS	GITAR	VOICE	WINDS
Eric Burgett	Lael Caldwell Cello	Francis Perry Guitar	Stephanie Adlington Commercial Voice	Ann Richards Flute
Lael Caldwell	Sarah Cote Suzuki Violin/Viola	Jeff Rogers Guitar, Banjo, Mandolin	Mary George Classical Voice	Carolyn Treybig Flute
Emma Franklin	Carrie Kimbrough Violin	Robert Thompson Guitar		
Delores Hershey	Renee Pyne Suzuki Violin			
Sonya Norman	Elisabeth Small Violin			
Yoon Pak	Nikki Wilson, Violin			
Michael Richey				

**Belmont Academy
Director,
Carrie Kimbrough**

**Graduate Secretary,
Cameron Wolford**

**Piano Coordinator,
Lael Caldwell**

Recital Information

Performing is a vital component of the discipline of music study. Students are encouraged to perform in recitals, and are also encouraged to participate in other auditions, competitions, and festivals. Performing is a natural outgrowth of the discipline acquired by students who do well in music lessons. Weekly practice is a required component of the student's musical development.

Students who learn to perform develop character traits that distinguish them from those who have not had such an opportunity. Students learn to arrive on time for lessons, to schedule practice time regularly, and to prepare the material assigned to them. We sincerely hope our students leave our program with more than the ability to create music on the instrument, or the appreciation of music. We want them to realize they have the ability and the skills to analyze and overcome new challenges throughout their lives. Students learn that during a public performance they can adjust for missed notes or fingers that get tangled on a difficult passage. They also learn the meaning of adequate preparation—a skill often overlooked. Life is filled with little performances—such as an important job interview. Learning to face the challenges of performing will better prepare these students to live their lives responsibly.

Recital Preparation

As recitals approach each semester, the instructor will talk with the student about recital dates/times. Together, they will agree on a specific recital and will decide what repertoire will be performed. The teacher will then sign the student up through the Academy office. The Academy will pay the accompanist's recital fees (with our selected staff accompanist), but rehearsal time is paid for by the student. The fee for a half-hour is \$15.00 to be paid directly to the accompanist.

Recitals

All Students enrolled in Belmont Academy are strongly encouraged to perform on the Academy recitals in the Fall and Spring. Belmont Academy Scholarship students are required. We strive to provide a respectful setting in which our performers can offer the best of their skills and talents. We want all of our students to enjoy the performances of other students, and provide a positive environment for them to showcase their own talents.

Consider the following carefully:

- Students must arrive 15 minutes before the beginning of the recital and report to the Greenroom to meet with Director/Belmont Academy Representative. All warm-ups and tuning with instructors should be done prior to this time.
- Students must remain seated throughout the entire performance. Recitals are posted well in advance in order to allow to students time to re-arrange their schedules. Students must not exit a recital after their performance. If a student cannot attend an entire program, they are asked to wait until next semester to perform.
- No flash photography allowed during the performance. Video photography will be permitted only if the video recorder is held quietly by one person who remains seated. Cell phones must be turned off.
- No chewing gum on stage.
- Attire for recital is as follows: Dress clothes are required. Shirts should be tucked in and pressed. Dresses must be below the knee. Please remember that our stage is raised and short skirts are inappropriate. No jeans, shorts, midriff shirts, flip-flops, or athletic shoes are allowed.

Evaluation

Belmont Academy Evaluation Policies

Program Evaluation is done in part through NASM accreditation, as well as through regular meetings with the Dean and Administrative Coordinator to determine both short and long range plans for the Academy. In addition, Academy parents/students are asked to complete a program evaluation form at the end of the semester of study with comments and ratings of their/their children's experiences at the Academy. Once collected, answers and comments are used to improve the quality of instruction and services offered by Academy faculty and staff. Academy faculty are evaluated in part by Area Coordinators, who fill out evaluation forms on the faculty teaching in their area.

Student Evaluation is done in part by those participating in merit scholarship auditions. Feedback from adjudicators is available to the students and instructors soon after the audition. Additional student evaluation is also done through semester reports completed by the Academy instructors. Student evaluation also occurs indirectly through the recital process completed at the end of each semester.

Evaluation Forms

1. Instructor Report
2. Sample Merit Scholarship Adjudication Form (see website for Merit Scholarship Packet)
3. Program Evaluation

*Belmont Academy
Instructor Report*

Semester _____ Year _____

Instructor: _____

Student Name: _____

Parent name(s): _____

Phone: _____ Age: _____ Sex: _____

Beginning-of-Semester Report

Level of student at beginning of semester (Please circle): Beginner Intermediate Advanced

Goals established at beginning of semester:

Technique:

Musicianship:

Application Skills:

Comments from students and/or parents:

End-of-Semester Report

Please rate student's progress on goals established at beginning of semester:

1- poor 2-fair 3-good 4-exceptional

1. Technique Comments:	1 2 3 4
2. Musicianship Comments:	1 2 3 4
3. Application Skills Comments:	1 2 3 4
4. Recital Performance Comments:	1 2 3 4
5. Student's promptness and attendance: Comments:	1 2 3 4
6. Student's level of preparedness: Comments:	1 2 3 4
7. Student's attitude toward study: Comment:	1 2 3 4

Note progress:

Signature: _____ *Date:* _____

Indicated Skill Level: _____ Cumulative Score: _____

Belmont Academy

Standardized Adjudication Form for Piano Merit Scholarship Auditions

Name: _____ Year: 2015-2016 Academic Year

Instrument: _____ Instructor: _____

Titles of Pieces: 1. _____

2. _____

Audition Considerations

Technique	Poor to Excellent
➤ Tone/Touch	1 2 3 4 5
➤ Fingering	1 2 3 4 5
➤ Pedaling	1 2 3 4 5
➤ Hand Position	1 2 3 4 5
➤ Arm and wrist ease	1 2 3 4 5
➤ Posture	1 2 3 4 5
➤ Legato/Staccato	1 2 3 4 5
➤ Attack/Release	1 2 3 4 5
➤ Clean Melody Line	1 2 3 4 5
➤ Advanced (Bonus)	
▪ Rubato	1 2 3 4 5
▪ Use of Additional Pedals	1 2 3 4 5
▪ Velocity	1 2 3 4 5

Score out of 45 (Advanced, 60): _____

Musicianship

➤ Rhythm	1 2 3 4 5
➤ Stylistic Interpretation	1 2 3 4 5
➤ Phrasing	1 2 3 4 5
➤ Timbre and Tone Quality	1 2 3 4 5
➤ Dynamic Range	1 2 3 4 5
➤ Tempi	1 2 3 4 5
➤ Expression	1 2 3 4 5
➤ Sight Reading	1 2 3 4 5

Score out of 40: _____

Presentation

➤ Stage Deportment	1 2 3 4 5
➤ Appearance	1 2 3 4 5
➤ Memory	1 2 3 4 5
➤ Expression	1 2 3 4 5
➤ Appropriate Repertoire	1 2 3 4 5

Score out of 25: _____

Interview Comments

Campus Map



