

Voice Lesson Agreement
Student & Parent/Guardian Copy
2018-2019 Instruction Year

Please note that the following agreement will be used by all the voice teachers this year. Please carefully read agreement below for detailed information regarding student expectations and payment of lesson fees.

Voice lessons are a semester long commitment. When you sign up for lessons, you must understand that we arrange our teaching schedules and rely on you as a student for that semester. If, at the end of the semester you decide that you no longer wish to take lessons, you may discontinue.

1. The Student Policies Agreement form must be signed and returned *before* regular lessons can begin.
2. The fee of \$25.00 per 25-minute lesson. The following are lesson payment options:

Payment each week	\$25 at the time of the lesson
Payment by quarter	First quarter due week of 9/10
	Second quarter due week of 10/29
	Third quarter due week of 1/28
	Fourth quarter due week of 4/8
Payment in full for semester	due week of 9/10 due week of 1/28

Checks and money orders should be made payable to (individual teacher). There will be a \$30 fee for all returned checks to cover bank fees and you will only be able to pay by cash or money order in the future.

3. You may use your Student Account for payment.
4. If payments are not paid for three weeks in a row, student will not be allowed to take lessons until payment is made.
5. **Late Arrival Policy:** Your lesson begins at your scheduled time whether you are present or not. You must arrive on time for your lessons. If you arrive late for a scheduled lesson, you will not be taught longer to make up for time missed and you will not be eligible for any payment credits or refunds for the time missed.
6. **Attendance Policy/Missed Lessons:** If you are unable to come to a lesson at your scheduled time, **you must give at least 24 hours notice via phone call or text** (see Exception 1 and 2 below). More notice is preferable. If 24 hours notice is given, then there will be no charge for missed lesson. **However, there are no payment credits, refunds, or make-up lessons for last minute cancellations and no-shows.** If a student is a “no-show” or does not give at least 24 hours notice before missing a lesson, the student will forfeit that lesson and *payment will still be required.* THIS INCLUDES NO SHOWS DURING ACT, SAT, PSAT, and AP TESTING WEEKS, fieldtrips and make up tests. You know about these events ahead of time and often another student can trade lesson times with you.
7. **Exception 1: Illness Cancellation Policy:** If you are sick and are staying home from school please refrain from coming to your voice lesson. Cancellations due to illness are not subject to the minimum required 24 hours notice. **However, you must call or text to let me know that you are not coming so that someone else may have that lesson time and I can plan my schedule accordingly.** Abuse of the Illness Cancellation Policy, such as calling in sick when the student is healthy, is grounds for termination of voice lessons and no refund nor make-up will be made for that missed lesson. **Exception 2: Medical or Personal Emergencies:** If you miss your lesson due to a personal or family medical emergency, no payment will be due for that missed lesson. Personal emergencies are defined as emergencies concerning the welfare/safety of a loved one and do not include poor planning on the part of the parent or student, or the student’s romantic matters, or routine or sick medical appointments - once again, you must call or text.
8. **Excessive absences may result in the termination of voice lessons.**
9. If I have to reschedule a voice lesson for any reason, I will notify the student in advance. Any unused lesson payments will be credited toward lessons given after my return.
10. **Music Purchases:** The cost of purchasing original copies of assigned music, including karaoke recordings or digital sheet music is the responsibility of the student/parent(s)/guardian(s). The cost of music is above and beyond the fee for lessons.
11. There will be a \$5 studio fee per semester to cover the cost of photocopies and CD’s.
12. Parents/guardians are always welcome to call or email to discuss the vocal progress of their student.
13. **What To Bring To The Lesson:** Assigned music, pencil, water bottle with a top (to avoid spills), and recording device if you have one.
14. **Practicing:** Three times a week for 30 minutes each practice: singing in the shower or while driving does not qualify as a practicing.
15. Modifications and adjustments to these policies may be made at any time if necessary. The parent(s)/guardian(s) will be notified of any and all such changes in writing and will receive a new copy of the updated Student Policies Agreement.
16. If you are unable to attend a scheduled lesson for any reason, please call me by cell phone. If I am unavailable to take your call, please leave a detailed message. For your benefit, voice-mail call-logs give the date and time at which you called.

I, _____ give my child _____ permission to take private voice lessons with
(Parent/Guardian Name - Print) (Student Name - Print)

_____. I have read and agree to abide by the above Agreement.
(Teacher)

Parent/Guardian Signature _____ Student Signature _____ Date _____

STUDENT NAME: _____

Home Phone: _____ Cell Phone: _____

Email (used for audition notices and studio news) _____

PARENT NAME: _____

Home Phone: _____ Cell/WorkPhone: _____

Email (used for audition notices and studio news) _____

PLEASE NOTE: In the event that there is a time/schedule change, literature suggestions, audition information and invoicing relating to lessons/music that I must share with your son/daughter, I may text her/him from time to time. However, I will copy you on the text as well so that you have the same information. I will only text for this purpose.

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