

## POLICIES FOR PRIVATES/SEMI-PRIVATES/GROUP CLASSES

**CANCELLATION: 24 hours = Lesson, 72 hours = Acting Class unless there is an emergency.** If a student is sick, they are to **CALL** me as early as possible in the morning, or the night before to **reschedule** their lesson. This may give me time to re-schedule another lesson in their time slot. And, naturally, emergencies are handled on a case-by-case basis. **Students should make-up voice lesson on another day the same week or the following week. If they do not, they are still charged the full amount if they don't give proper notice.**

**LATE:** If the student is going to be late, they are to call me as soon as possible and please leave a message. **(NO TEXTING if going to be late or are canceling!)**

**"NO SHOW/NO CALL:** If the student doesn't show and doesn't call, the student is charged the full amount for my time and preparation I've put aside for their private/semi-private lesson or group class. Of course there are a few exceptions but those are emergencies. Payment **MUST** be made before the next acting lesson/class begins. **Please note that my time is very valuable to my students and these policies are enforced to ensure consistent attendance.**

**SITTING IN:** Parents/Guardians are **ONLY** permitted to stay for the first lesson and are not permitted to sit in for any other lesson unless invited. This is to promote good/strong teacher-student relationship quickly and easily. Also, many times students feel more comfortable when their parents/guardians leave.

**FULL RULES OF AC:** If you miss a class you must pay for all make up work or schedule an extra private lesson the week after you miss. If you miss a class without telling me previously (unless there is an emergency; emergencies are handled by a case-by-case basis), you must pay for the entire class missed **AND** pay \$2 into the AC fund. If you are **late** without being excused, you must pay \$1 into the AC fund. If you aren't prepared for class, you have to pay \$1 into the AC fund. If you interrupt class by talking to the person next to you, you have to pay 25 Cents. (You get one free-be.) All monies accumulated throughout the year will go to benefit the AC class.\*\* **NO guests are allowed in class or private lessons without prior consent from me.** \*\*

**REFERRAL BENEFITS:** If you refer a student to me and they continue, after their fourth lesson, you get a free lesson. Every month after (if they stay on), you get \$5 (five dollars) of credit that can accumulate throughout the year (to up to \$50). You can use it all for a free lesson or for partial payment. Credit expires after 12 months.

**PAYMENT:** Each student should pay for their private/semi-private lesson or group class at the **beginning** of their private/semi-private lessons. Payment can be paid with cash or personal check. Payments can also be pre-paid/in bulk. **Client or clients' parents (if underage) will be responsible to pay any additional charges due to bounced checks along with their lesson payment.**

*Note: If student wishes to leave lessons/classes for any reason, all monies owed must be paid at their last lesson/class or no later than 5 days after their last lesson/class. If money is not received on time, an extra \$10 will be added on to their bill everyday their payment is late.*

I have read, understand, and will abide by the above policies, and all fees pertaining to the acting lessons/group classes.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I know my child will be taking acting lessons. I understand and agree to the above policies and all fees pertaining to the acting lessons/group classes. *(If student is under 18)*

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date