

POLICIES FOR PRIVATES/SEMI-PRIVATES/GROUP CLASSES

CANCELLATION: 24 hours = Lesson, 72 hours = Performance 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 VL. (This may give me time to re-schedule another VL in their time slot or change the class set-up.) Naturally, emergencies are handled on a case-by-case basis. **Students MUST make-up VL on another day the same/following week to prevent from being charged in full if they don't give proper notice.**

LATE: If the student is going to be late to VL/PC, 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 VL/PC. Of course there are a few exceptions but those are emergencies. Payment **MUST** be made before the next voice lesson 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/class 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 PC: 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 PC fund. If you are **late** without being excused, you must pay \$1 into the PC fund. If you aren't prepared for class, you have to pay \$1 into the PC 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 PC 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 and group class at the **beginning** of their VL. Payment can be paid with cash or personal check. Payments can also be pre-paid/in bulk. **Client or client's parents/guardian (if underage) will be responsible to pay any/all additional charges due to bounced checks along with their lesson payment.**

Note: If student wishes to leave lessons for any reason, all monies owed must be paid in full at their last lesson or no later than 5 days after their last lesson. 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 voice lessons/group classes.

Student's Name

Student's Signature

Date

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

Parent's/Guardian Name

Parent's/Guardian Signature

Date