

## **Kaitlyn Atchison Voice and Music Studio Policy**

**Payment:** Payments for continuous students will be made on a monthly basis. Payments will follow the students chosen tuition plan and prices will not be adjusted for the number of lesson weeks in the month or holiday breaks (eg. In May a student may receive 5 lessons, but the usual 4 in June). Payment for each month is due at the final lesson of the previous month (April's payment is due at the final lesson in March). **Lessons will only be given once tuition has been paid in full.** A late fee of \$10.00 will be added if the student has not paid by the 10th day of the month. Refunds will not be given after the monthly tuition has been paid in full. Drop-in students must pay before the lesson is given. Students considering continuous lessons may have 1 (and only one) initial commitment free lesson for \$30. The teacher reserves the right to modify the student's lesson time or refuse service if payment has not been provided. Checks are currently preferred, but cash will be accepted as well. Group Lesson Payment: All parties involved in the lesson must pay before the lesson will take place.

**Miscellaneous fees:** The student may be asked to purchase books or music that will be necessary for their success. If the student chooses to participate in extra activities through the studio (recitals, competitions, masterclasses, etc.), participation fees may apply. In such a case, the cost for the event will be made known before the event, and must be paid before registration. No portion of the event fees will be passed on to the teacher.

**Attendance/Scheduling:** Students are expected to attend all lessons and/or give notice prior to an absence. No-show or canceled lessons will not be made up. If a student no-shows for 3 lessons in a row, they forfeit their lesson time and will have to reschedule if they desire to continue lessons. If a student wishes to reschedule their lesson time, notice must be given to the teacher a week before their currently scheduled lesson. The teacher reserves the right to modify the student's lesson time or refuse service.

**Tardiness:** If a student is late, the student will not receive additional time for their lesson (the end time will be the same as usual). No refunds, makeup lessons, or adjustments to tuition will be made. If the student is 15 minutes late with no prior communication the lesson is forfeit.

**Cancelation:** Lessons must be canceled at least 72 hours in advance for rescheduling to be considered. The teacher has no obligation to reschedule lessons in the case of a cancellation, and rescheduling will be done only if the studio schedule permits. For emergencies or illness, an online option will be offered if the instructor has been notified 24 hours prior, otherwise, the lesson is forfeit. The instructor may cancel lessons at any time (due to illness, emergency, etc) however, instructor cancellations will allow for a makeup lesson which will be scheduled with the student at a mutually agreed upon time.

**Makeup Lessons:** No makeup lessons will be provided except in the case of instructor cancellation.

**Refunds/Terminating lessons:** No refunds will be made. Notice of ending lessons must be given 7 days before payment would be due for the next month. Tuition and other fees are non-refundable.

**Audio, Video, and Photography Agreement:** Students participating in lessons, rehearsals, and/or performances with the studio may be photographed or recorded without advanced notice. By signing this contract, you agree to your or your child's voice, image, and/or likeness to be used in our media, royalty-free. This includes but is not limited to social media streams, marketing, advertisements, and YouTube channel. The studio will not publish the name of any student without consent.

**Lesson recording:** Each student is encouraged to record (audio or video) their lessons. This will aid in learning as the student goes back and listens to their lesson. The instructor will record each lesson for personal documentation and safety and the student is encouraged to as well. These recordings will not be released to the public (except in a court of law if necessary) and are for private documentation only.

**Lesson Schedule:** Each student will be given one 30-minute, 45-minute, or 60-minute lesson per week on a prearranged day of the week and time slot. In certain months the student will receive four (4) lessons, in other months, the student will receive five (5) lessons depending on the number of days in the month. The instructor will not teach on recognized holidays/breaks aligning with the local public school calendar (Labor Day, Thanksgiving (including day before and day after), Christmas/Winter break (to align with the local public school calendar), MLK day, President's Day, Memorial Day, Independence Day, Spring Break (TBD), etc.). These lessons will not be rescheduled and monthly tuition will not be adjusted. The additional week in certain months will serve as the "makeup" for lessons canceled due to holidays.

**Physical Contact:** Due to the physical nature of singing, occasionally it is beneficial to explain using physical contact to adjust posture or breathing. Occasionally, the teacher may ask to place their hands on your abdominal, back, or head/neck areas or the teacher may ask the student to place their hands on the teacher's abdominal, back, or head/neck areas. This is to aid in understanding the technical aspects of singing. The teacher will always ask for permission beforehand, but if at any point the student feels uncomfortable they may say so immediately. Or they may simply raise their hand and the teacher will stop with no questions asked. The goal is for the student to feel comfortable at all times.

**Misbehavior:** If the student becomes disruptive, disrespectful, or otherwise misbehaves, the Teacher reserves the right to terminate the lesson without a refund. The student's parent/guardian will be held responsible for any damages caused to the Teacher, including but not limited to equipment, home furnishings, or time lost caused by the student and/or parent/guardian. The teacher is the sole determiner of what constitutes misbehavior.

**Refusal of Services:** The Teacher reserves the right to refuse services at any time, to any person, for any reason.

**Limitation of Liability:** The client agrees that it shall not hold the Teacher or their agents, relatives, or employees liable for any incidental or consequential damages. Client, as a result of this, holds harmless Teacher of any claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained, whether caused by the negligence of Teacher, or otherwise, while participating in the lesson, or while in, on, or upon the premises where the lesson is being conducted.

**I have read and agree with this policy.**

Date: \_\_\_\_\_

Students name(please print)

\_\_\_\_\_

Signature of Student 18 years or older \_\_\_\_\_

Signature of Parent if student is a  
minor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email of Parent \_\_\_\_\_

Email of Student \_\_\_\_\_