

### Voice Lessons Contract 2017-2018

\_\_\_\_\_, (student) hereafter referred to as “student”, is scheduled for a weekly lesson of \_\_\_\_\_ duration with Lindsey Fuson, hereafter referred to as “Instructor”, to be held from \_\_\_\_\_ to \_\_\_\_\_ (time) on \_\_\_\_\_ (day of week). The tuition for this lesson is \$\_\_\_\_\_ per lesson to be paid each week or monthly at the first lesson of each month. This is your lesson time, and you are financially responsible for it. Tuition is non-refundable.

#### 1. Responsibilities of the Student

- a. Students shall notify the instructor at least 24 hours in advance to cancel a lesson by calling or texting (281) 382-1527 or the Student will be charged for the missed lesson.
  - i. One (1) properly cancelled lesson per semester may be allowed without payment or rescheduling a make-up lesson, at the instructor’s discretion. However, any cancelled lesson(s), beyond the one excused a semester, will still require payment to reserve the student’s lesson time. The instructor will be willing to schedule a make-up lesson if possible. Students are financially responsible for any subsequent missed lessons regardless of notice; therefore it is encouraged that the Student select a lesson time that works on a weekly basis.
  - ii. Missed lessons without proper notification, as a general rule, will not be rescheduled.
  - iii. Missed lessons due to school closures, holidays or the Instructor’s absence will not be charged to the student and are not required to make-up.
- b. The Student will arrive on time to all scheduled lessons. Lessons will end at their scheduled time, regardless of the time of Student’s arrival.
- c. If the Student decides to discontinue lessons that are paid by the month, two (2) weeks’ notice must be provided, or the remainder of the tuition will be forfeit.
- d. Tuition for lessons paid by month must be received at the student’s first lesson of the month, or the Student shall incur a \$10 late fee.

#### 2. Responsibilities of instructor

- a. If the Instructor has to cancel a pre-paid lesson for any reason, and that lesson cannot be rescheduled to the satisfaction of both parties, the tuition will be applied toward a future lesson. Refunds are not available.
- b. The Instructor shall begin lessons at their scheduled time, or the Instructor shall extend the lesson to meet the required lesson time.
- c. The instructor shall provide (by purchasing or borrowing) legal, original copies of all required music for the student’s use.

- d. The Instructor will make rehearsal tapes of melody lines and/ or accompaniments for the student to use during their practice time at home.
- 3. What to expect from your lesson:
  - a. 30 minute lessons
    - i. 5 minutes; discuss progress & identify problems arising from previous week of practice.
    - ii. 5 minutes: warm-ups and exercises
    - iii. 15 minutes: repertoire (may be replace with further exercises when necessary)
    - iv. necessary)
    - v. 5 minutes: identify goals and objectives for upcoming week.
  - b. 60 minute lessons
    - i. 5 minutes: discuss progress & identify problems arising from previous week of practice.
    - ii. 15 minutes: warm-ups and exercises
    - iii. 35 minutes: repertoire (may replace with further exercises when necessary).
    - iv. 5 minutes: identify goals and objectives for upcoming week.
- 4. What to bring to your lesson:
  - a. Music that will be worked on in the lesson
  - b. Water
  - c. Pencil
  - d. Recording device (not required, but highly recommended. Most smart phones have a voice memo app that can be used)
  - e. Any Music on CD or IPod to rehearse if applicable
- 5. What to do between lessons:
  - a. Practices; divide your time equally between vocalizing exercise and working on your repertoire.
    - i. 30 minutes 3 times per week (beginning students)
    - ii. 45 minutes, 3 times per week (intermediate students)
    - iii. 60 minutes, 3 times per week (advanced students)
    - iv. (These are minimum practice guidelines; the Student should speak with the Instructor about adding additional days or time to this routine.)
  - b. Acquire copies of any necessary music for upcoming lesson.

I have read, and I agree to the above conditions.

Student:	_____	_____
	Print	Sign
Parent/Guardian:	_____	_____
	Print	Sign
Instructor:	_____	_____
	Print	Sign

Keep a copy of this contract for your files.