Spencer Artist Development

Dr. James Ross Spencer II
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STUDIO POLICY

Online Lessons (US Residents Only) or in Long Beach, CA Lessons are offered biweekly or weekly only.
Lessons are available to students 18 years of age or older.

SUBJECTS

- **Acting:** Classical, Method, Dialects, Scene Study, Cold Read, Improv, Standup Comedy, Audition Prep, Script Writing, Character Development, Artist Development
- **Voice Acting:** Commercial, Audio Books, Narration, Animation/Video Gaming Voiceover, Character Development, Dialects, Script Writing, Artist Development
- **Voice:** Musical Theatre, Jazz, Classical/Opera, Pop/Rock, R & B, Gospel/Soul
- **Modeling for Actors:** Editorial, Runway, Commercial Modeling, Seasonal Skin Tone
- **Keyboard:** Classical piano, Jazz/Pop Piano, Harpsichord, Digital Keyboard
- **Violin:** Classical, Celtic, Cajun, Bluegrass/Country, Ragtime/Blues
- **Music Theory:** Applied, Jazz/Pop, Counterpoint, Transposition, 4-Part Choral, Orchestration,
- **Music Composition:** Songwriting, Leads, Classical Compositions
- **Music Therapy:** Toning, Modality, Ancient Mysticism, Mantra
- **Music History:** All Genres
- **Cinema History:** All Genres
- **Plays, Prose and Literature for Actors**
- **Life, Business and Creativity Coaching**
- **Life and Creativity Skills Coaching for those on the Spectrum**

TUITION

- **45 Minutes:** $75
- **60 Minutes:** $90
- **90 Minutes**: $120

REGISTRATION-MATERIALS

Registration Fee: There is a one-time fee of $60. This fee covers reservation of your lesson time and book keeping. This fee covers for actors/vo all materials such as scripts and supplements. For musicians the registration fee covers some music and LCM theory books and some music and music theory software. **Family Registration is $75.**

TUITION DUE DATE

Tuition Due Date: Monthly tuition is always due on the first lesson of the month and is late after the 5th. Tuition may be paid for in person students by cash or Zelle transfer only. Online students pay be Zelle transfer. James does not accept credit card payment, personal checks, ATM debit or Paypal. **Note**: **If payment is not received by the 15th of the month, it is grounds for immediately dismissal.**

ABSENCE POLICY

- **Students may receive up to 2 make-up lessons a month.** To quality, you must inform James that you are missing a lesson by PHONE MESSAGE ONLY (no texting, Facebook messaging, or e-mail) preferably 24 hours prior to your lesson**. James does not give make up lessons for no shows. Make up lessons are scheduled in addition to your normal lesson day and time and are agreed upon by student and teacher.** Students may receive only up to 2 makeup lessons a month. The

make-up lessons must be made up by the end of the next month or will be forfeited. You are also not allowed to accrue additional make up lesson credits till your current balance is made up.

- If James has to miss a lesson for any reason, the student will always receive a make-up lesson.
- **Missing 2 or more lessons without calling is grounds for immediate dismissal.**

5 WEEK POLICY

- Students are required to pay for all lessons at first lesson of the month. When there is a 5-week month, if you are on a budget, James allows for a 1-week skip. However, you will need to inform James at the time of your invoice and prior to your first lesson or you will be charged for 5 lessons. No exceptions.

NO REFUNDS – NO EXCEPTIONS

- If you decide to leave the studio for any reason, and have un-used lessons, you will receive credit only. NO REFUNDS. NO EXCEPTION

TARDINESS POLICY

- **James does not give extra time for tardiness.** Since James rounds a busy studio, it is the student's responsibility to be on time. This also goes for online students. No additional time will be given unless James decides to add additional time. If you are driving to James' studio is best to leave yourself ample time for traffic and to arrive early. The beach is a one block and there are lovely coffee houses nearby if you are early. Students also come to the studio or online lessons with all proper materials. James does not give make up lessons usually for computer malfunctions on students end, internet cutting out. For online students, James can offer a trial run to make sure you understand how to connect on Facebook.

TOLERANCE POLICY

- **James does not allow smoking, alcohol or pets during a lesson (ONLINE or STUDIO)**
- **James only allows for water bottle or tea/coffee container with secure lid. No food in the studio or during lesson. No gum during lesson.**
- Students are welcome to take off their shoes at James' home studio
- Students are always welcome to record the lesson on their cell phones or mini recorders.

VACATION POLICY

- **Students will receive up to 2 weeks make ups as long as student informs James of vacation, at least 1 week prior to leaving. More than 2 weeks, you will need to pay full month to keep your spot secured. Failure to pay full month might mean loss of your lesson spot.**

TERMINATION POLICY

- **If you choose to leave the studio for any reason, please give James 1 month notice or you will be charged full month (No refunds for unused lessons)**

REFERRAL POLICY

- Students can receive 20% commission of new student referral. This usually equals a $60 discount or complimentary 45 min lesson! To qualify, new student must mention your name and pay registration and 1 ful month of lessons. Students also receive 20% commission off website portfolio referrals that can be used for their website portfolio or lessons. This is usually about a $200 value!

REGISTRATION

Use Pen Only and Print Clearly:

Student Name:

Parents' Name (s) if student under 18

Address:

Cell:

E-mail:

Birthday:

Do you want invoice by email or text message to your cell?

Lesson Day-Time:

Lesson Duration:

Subject:

Level

I agree to the terms of Spencer Artist Development and will honor tuition, payment schedule and other policy details.

NAME:

SIGNATURE:

DATE:

Please print, fill out, date and sign and bring registration page to your first lesson