

STUDIO POLICY

All Levels

Online Lessons (US Residents Only) or in Long Beach, CA

Lessons are offered biweekly or weekly only.

Subjects

- **Acting:** Acting, Method, Improv, Classical, Dialects, Voiceover, Audio Book Narration, Public Speaking
- **Voice:** Musical Theatre, Jazz, Classical/Opera, Pop/Rock, R & B, Gospel/Soul
- **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, Arranging, Charts
- **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**

Tuition Fees For Lessons

- **45 Minutes:** \$60
- **60 Minutes:** \$75
- **90 Minutes:** \$100

Tuition Fees for Artist Development

Note: Artist Development for Actors, Voiceover Artists, Vocalists, Musicians, Composers, Models, Visual Artists and Fashion Designers is by audition or portfolio submission only.

- **45 Minutes:** \$75
- **60 Minutes:** \$100
- **90 Minutes:** \$150

Registration Fee: There is a one-time fee of \$45. This fee covers reservation of your lesson time and book keeping. This fee covers for actors nearly all materials such as scripts and supplements. For musicians the registration fee covers some music and LCM theory books.

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, check made out to James Spencer, or Zelle transfer only. Only students pay be Zelle transfer. James does not accept credit card payment, ATM debit or Paypal. **There is a \$40 fee added for a bounced check.** After a personal check is returned, James will accept cash payments.

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 qualify, you must inform James that you are missing a lesson by **PHONE MESSAGE ONLY** (no texting or email) 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.**
- If James has to miss a lesson for any reason, the student will always receive a make up lesson.
- **MISSING 2 LESSONS OR MORE WITHOUT CALLING IS GROUNDS FOR DISMISSAL.**
- Students are responsible for paying for all weekly lessons regardless if it is a 4 or 5 week month, and tuition is due on the first lesson of the month or by the 5th. No exceptions (Excluding holidays).

Student Invoice

- Please indicate on the registration form if you want your invoice sent via text message or e-mail.

Tardiness Policy

- **James does not give extra time for tardiness.** If you are late to a lesson in person or online, you will not receive extra time for tardiness unless James decides to give it. Often James runs a very busy teaching schedule and to insure that each student gets their full time, students should be prompt and prepared. James is also not responsible for your computer set up and log in. Please be sure your high speed internet is working and check your computer settings for mic/video PRIOR to lesson. James does offer a conference test PRIOR to your first lesson. James uses Zoom or Facebook Messaging video/Facetime platforms.

Tolerance Policy

- James does not accept excessive profanity, sexual harassment, violence, smoking, alcohol, food, gum or beverage other than water or tea during a lesson in person or online. Pets are not allowed in the studio. Any violation of this policy may be grounds for dismissal. James also recommend that singing and acting studios refrain from drinking or eating dairy products prior to lessons. A student is encouraged to bring a water bottle or sealed container of hot tea to lesson.

Minors Policy

- **James only accepts exceptionally talented students under that age of 14 by audition only.** If a student is under the age of 14, a parent or legal guardian must be present for in person lessons. Students and parents must leave the studio at end of lessons. James does not baby sit. You are not allowed to drop off your child and leave. If you have challenges with this, James recommends online lesson scheduling.

Recording/Notes Policy

- Students are welcome to take notes and should always have their materials-notebooks at lessons. Student may record the lesson on their cell phone apps but must turn ringer off during lesson. No Exceptions.

Vacation Policy

- If a student is going away for more than 2 weeks, they must still pay full monthly tuition to reserve their spot. **FAILURE to pay means forfeiting your regular lesson spot.** The student will have to re-register for a new time and pay full registration fee. Please inform James as soon as possible when you are taking a vacation.

Termination Policy

- James needs one full month notice of termination, otherwise you will be billed for the month.

SEASONAL SPECIALS AND PROMOTIONS

Referral Policy

- Active registered students qualify for the referral policy. If a student refers a new student to James that registers for weekly lessons **and the student informs James of your referral**, the student will receive either a discount off your upcoming monthly tuition invoice, or a complimentary 45 minute lesson. This policy is equal to approximately 20% of the price of the new student's monthly tuition.
- A student may receive a 20% commission of referral an advanced student for artist developer and/or web package.

Family Rates

- James occasionally offers family rate discounts for more than one student in a family. These discounts are offered only upon request and negotiated between family and James.

REGISTRATION FORM (FILL OUT AND RETURN TO JAMES)

Use Pen Only

Student's Name _____

Parent's Name (if Student is under 18): _____

Student's Cell: _____

Parent or Home Phone if Applicable: _____

Student's Email (or parent email): _____

Address: _____

Circle: Text or Email (for Invoicing)

Lesson Day and Time: _____

Lesson Duration: _____

Area of Concentration: _____

Birthdate: _____

I AGREE TO THE TERMS OF SPENCER ARTIST DEVELOPMENT

NAME (PRINT) _____

SIGNATURE _____

DATE _____