

## **Ellis Dingee Voice Studio Contract**

*Below are the expectations and terms of enrollment for vocal students of Ellis Dingee Voice Studio.*

Name of student: \_\_\_\_\_

Parent/guardian if applicable: \_\_\_\_\_

Lesson time and day: \_\_\_\_\_

### **I. Scheduling**

#### **A. Scheduling of lessons:**

1. The student is entitled to a trial lesson before committing to an ongoing weekly lesson slot, after which designated weekly lesson slot will be held as long as they continue to attend and pay in a timely manner.
2. Additional lessons can be scheduled as needed, but preferred slots are not guaranteed.
3. Scheduling changes can be made via email, phone, or in person, as agreed upon by both teacher and student.

#### **B. Cancellation of lessons:**

1. Lessons may be rescheduled by either party with a minimum of 24 hours notice given in person, by phone, or by email.
2. Exemptions from the cancellation policy can only be made in cases of emergency (severe illness or injury, personal or family tragedy) - in which case notice is appreciated, but not required in order to qualify for a make-up lesson.
3. If the student misses more than three lessons without notice or follow-up, their lesson slot will be forfeited.

#### **C. Calendar:**

1. Lessons are generally offered in accordance with the public school calendar for Saint John. If school is canceled, lessons are canceled. If the student wishes to schedule a lesson on a professional development day or public holiday, it will be billed separately, and is at the discretion of teacher availability.
2. An overview of the lesson calendar will be sent out in September of each year, or upon registration.

### **II. Payment**

#### **A. Amount:**

1. Lessons are 40\$ for 45 minutes and 50\$ for one hour.

#### **B. Schedule of payment:**

1. After a trial lesson (to be paid in full at the time of the lesson), the student will be charged on a monthly basis for the agreed upon weekly lesson slot.
2. Payment will be invoiced on the 14th of the previous, to be paid by the 21st of the previous month. For example, payment for May's lessons would be invoiced April 14th, to be paid by April 21st.
3. Delinquent payment will result in the forfeiting of the lesson slot.
4. Receipt of payment will be sent via email by the first day of the month.
5. Payment for any add-on lessons (outside of the student's weekly slot) can be made at or before the time of the lesson.

C. Cancellation:

1. Lessons will be billed as normal if the student is absent, and a make-up will be provided if the absence was appropriately communicated.

### III. Communication

A. Teacher communication:

1. The teacher will provide notice about upcoming schedule changes via email.
2. The teacher will phone the student or guardian if there are any concerns about conduct or compliance.

B. Student communication:

1. The student or guardian is expected to notify the teacher about schedule change requests via email, in person, or by phone.
2. Notice of absences can be given via email, in person, or by phone.
3. The student or guardian is expected to reach out to the teacher within 48 hours following unexcused absences.

### IV. Behavior

A. Expectations of preparedness:

1. Students are required to bring water, a pencil, and a binder or folder containing their music books to every lesson.
2. Students are expected to arrive on time to lessons and performances, and to communicate with the teacher if they will be late.

B. Expectations of conduct:

1. Derogatory language or damage to property will not be tolerated.
2. Kindness and respect of the teaching space is expected at all times.
3. Students who are not yet capable of attentiveness and focus in a one-on-one setting will not be considered for a lesson slot.

### V. Sheet music

A. Printed sheet music and books:

1. Students are responsible for the printing, purchasing, and transporting of their music materials. This may include music theory books, sheet music books, and printed sheet music upon recommendation of the teacher.
2. All recommended materials will be sent to the student or guardian via email, with instructions about printing and/or purchase.

VI. Accompaniment

A. Hiring and compensation of pianists:

1. In cases of rehearsals or performances with a collaborative pianist, the student or guardian is responsible for compensating the pianist directly.
2. The teacher will collaborate with the student or guardian and the accompanist in scheduling rehearsals.

VII. Performances

A. Studio concerts:

1. There will be a winter recital open to all students. If there is sufficient interest, a spring recital may be added.

B. Outside performance opportunities offered:

1. Students are encouraged to participate in the New Brunswick Competitive Music Festival in April. The teacher will assist with musical preparation, but the student or guardian is responsible for registration forms and fees.

C. Outside performance opportunities upon request:

1. The teacher may recommend and facilitate additional performance or education opportunities for the student, but performances are never mandatory.
2. The teacher will allocate lesson time to assist with preparation for outside performances including auditions, choirs, and school musicals as requested by the student.

Preferred email contact: \_\_\_\_\_

Preferred phone contact: \_\_\_\_\_

Student name: \_\_\_\_\_

Parent/guardian name (if applicable): \_\_\_\_\_

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

Signature: \_\_\_\_\_

**New Student Introduction Form**

Student name: \_\_\_\_\_

Student Date of birth: \_\_\_\_\_

Parent/guardian name (if applicable): \_\_\_\_\_

Student Home Address: \_\_\_\_\_

\_\_\_\_\_

Preferred email contact: \_\_\_\_\_

Preferred phone contact: \_\_\_\_\_

Notes about musical interests/experience: \_\_\_\_\_

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Additional information: \_\_\_\_\_

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