

STUDIO POLICY

Online lessons (US Residents only, 14 and older). Private lessons are available in weekly sessions of 45, 60 or 90 minutes. Note: A parent needs to be available for students 14-17.

SUBJECTS

- **Voiceover:** *Commercial, Narration/Audio Books, Animation/Video Gaming, Instructional*
- **Voice Acting:** *Animation Characters, Improv, AI Animation Character Development, Dialects, Scripts, Children's Books*
- **AI Animation:** *Digital Animation Characters and Worlds, Storyboard, Laban Efforts*

TUITION

- 45 minutes: \$45
- 60 minutes: \$60
- 90 minutes \$90

Or two 1 hours a month for \$125

REGISTRATION-MATERIALS

Registration Fee: There is a one-time fee of \$40. This fee covers reservation of your lesson time and for book keeping. The fee covers all pdf voiceover textbooks, as well as personalized scripts and supplements. For family registration: \$60.

TUTION DUE DATE

Tuition is due for the month on the first lesson of the month and no later than the 5th. Tuition is pad only by zelle transfer. No exceptions. I do not take credit cards, pay pal or cash. Note: **If payment is not received by the 15th of the month that is grounds for dismissal.**

ABENCE POLICY

A student taking weekly lessons may be given up to two makeup lessons for the month. To qualify, you must inform Miss Tran that you are missing your lesson preferably 24 hours in advanced by phone message only. If received, a make-up lessons does not take the place of the regular scheduled lesson but is mutually agreed upon by Miss Tran and the student. If a student is doing bi-monthly they may receive only one make up. Note: Consistent absence of more than three lesson in a row, might be grounds for dismissal. If Miss Tran misses a lesson for any reason, she will always offer make up.

5 WEEK POLICY

When there is a month with 5 lessons, a student may pay for four and take a week off. They may pay for all five, or they may pay for four and pay for the fifth lesson on the day that lesson.

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

Miss Tran does not give extra time for tardiness. Since Miss Tran rounds a busy studio, it is the student's responsibility to be on time.

TOLERANCE POLICY

Miss Tran does not allow smoking, alcohol or pets during a lesson (ONLINE)

Miss Tran only allows for water bottle or tea/coffee container with secure lid. No gum or food during lesson.

Students are always welcome to record the lesson on their cell phones or mini recorders

Miss Tran does not except sexual innuendo or inappropriate behavior.

VACATION POLICY

Students will receive up to two weeks make ups as long as student informs Miss Tran of vacation, at least 1 week prior to leaving. More than two 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. Or you can leave and lose your spot, and have to re-register for a time available with new registration fee.**

TERMINATION POLICY

If you choose to leave the studio for any reason, please give Miss Tran one-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 discount or complimentary lesson! To qualify, new student must mention your name and pay registration and 1 full month of lessons.

REGISTRATION FORM

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 Tran Voiceover 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