

GENERAL INFORMATION:

Weekly private lessons are offered in 30 or 60-minute sessions.

AT THE STUDIO

Students are expected to arrive for lessons in a timely manner, with all required materials and music. Parents and siblings may quietly wait in the waiting area, in their vehicle, or run errands as long as they return to pick up their student in a timely fashion. To discuss student's progress, parents are welcome to talk with the vocal coach during the first five minutes of the student's lesson, but not afterwards, in order to respect the next student's time slot. Note: Lessons may be recorded, but they are not allowed to be posted to any social media or shared with anyone outside of Vanessa Howard Music Studio.

MATERIALS

The cost of books and materials are the responsibility of the student/parent. If the student wants the Vocal Coach to get music for him/her, an advance notice of at least 2 weeks is required. If applicable, payment for the music is expected at time of delivery. Students are expected to bring all music with them.

CALENDAR AND SCHEDULE

The tuition rates are determined based on a calendar of 4 weekly private lessons. The Vocal Coach does not teach during the week of Thanksgiving, the week of Christmas, the week after Christmas, and two weeks in August, unless the student/parent made prior arrangements to have lessons. Other unpaid weeks of the year are reserved for the vocal coach to take off from lessons as needed for extreme illness, conferences/festivals, or vacations (with advanced notice). Students must schedule all lessons for a session within 45 days.

VHM STUDIO

TUITION AND PAYMENT

Students have the option of paying tuition in one of the two following methods. The tuition rates are shown in the table below. In equal monthly installments. Payments are due on the 1st of every month with a 5 day grace period. Or quarterly, every Four months.

	<u>12 Monthly Payments</u>	<u>Quarterly</u>
30 Minute Weekly Private Lessons:	\$120/month	\$480/quarter
60-Minute Weekly Private Lessons:	\$240/month	\$1120/quarter

Payments may be made through Square as an invoice is sent out every month; given to the vocal coach at a lesson; or through the website www.VanessaHowardMusicStudio.com. **Late or missed payments may result in the student losing his/her day and time for their lesson.**

At the time of payment, all lessons must be scheduled with vocal coach or on Square. If there is a conflict with your scheduled lesson, you will be notified.

SUMMER MONTHS

During the summer months, students may continue taking lessons; however, they will be provided with two options:

Students may participate in the annual summer camp while taking lessons scheduled around the student's family vacations. At least a 24 hour cancellation notice is still required.

Or, students may continue weekly lessons as normal. Students who choose this option may certainly also participate in the summer camp.

The vocal coach feels strongly about continuing the student's musical education throughout the summer months. However, if a student decides not to continue through the summer, the student unfortunately cannot be guaranteed a particular day and time in the fall.

MAKEUP LESSONS

Due to the vocal coach's limited availability, makeup lessons cannot be guaranteed. However, if an absence arises due to unforeseen situations such as an accident or family emergency and if the student indicates a desire for a makeup lesson, the vocal coach will make an effort to accommodate a makeup. Please be courteous to the vocal coach by notifying him at least **24 hours in advance** regarding any known upcoming absence. If a student/parent fails to give at least a 24 hour notice of cancellation, he/she will be charged for that lesson. If the weather is severely bad or a student is contagiously ill, but feels well enough to sing, having a lesson via Skype is a viable option for that week. Note: All missed lessons must be made up within the month or it will be forfeited. Lessons can no longer be carried over to the next session.

DISCONTINUING LESSONS

Every student stops taking lessons at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the vocal coach, parent, and student so that lessons can cease with a positive sense of closure. For this reason, the vocal coach asks for one month's notice in writing prior to discontinuing lessons. However, the vocal coach respects the student's right to end lessons at any time. Note: At the discretion of the vocal coach, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

STUDIO EVENTS

Twice a year, the studio schedules a recital for the students. It's a great way for parents and other family members to hear the growth of their child. These recitals are provided at no extra cost, with the exception of the optional books and/or music that may be needed.

STUDIO RECITAL: Performing in a formal recital setting is an exciting opportunity for students to showcase their hard work and improvement over the year in the presence of their family and friends. The recitals are usually held in April and December.

COMMUNICATION

There are many great ways to stay informed regarding studio news and events!

Studio Website: Visit VanessaHowardMusicStudio.com to find the vocal teacher's contact information, current studio policies and procedures, the studio calendar, my blog, and much more.

Facebook Page: Students and parents are welcome to join the studio's Facebook page @vanessahowardmusicstudio, . "Liking" this page allows students to interact with the vocal coach and other students while maintaining the privacy of each student's Facebook profile. In addition, you can follow me on **Instagram** @myvanessahoward.

The best way to contact the vocal coach is via text & Email is also welcome, especially on weekdays between 8am and 8pm. The vocal coach always welcomes emails or text messages from students during the week if they have questions regarding their repertoire or other matters.

Best Regards,

~ Vanessa Howard Music Studio ~