



Lesson Policies & Procedures 2010-2011

Dear New Student,

Hello and welcome to **Vocal Zone Voice Studios!**

We look forward to working with you and helping you to learn more about your voice and grow as a singer. We know that you have many options when it comes to selecting the right teacher, and we want you to know how much we appreciate your business and value our students!

Here are just a few things students can expect from us:

- Quality instruction from knowledgeable, top-notch professionals who are trained to assess students' level of ability, determine vocal challenges and methodically guide students through a series of vocal exercises and song literature in order to help their students achieve measurable success.
- A positive, nurturing environment where students are made to feel comfortable and have the freedom to take risks and grow as musicians.
- A wide variety of performance opportunities which allow students to put their newly acquired abilities to the test and grow as performers.
- A friendly and courteous staff that cares about your success!
- Instant playback recordings of each lesson emailed to you as an mp3 file.
- A regularly updated list of valuable, professional resources and links.
- Monthly E-Newsletters updating you with valuable information and upcoming events.
- A monthly subscription to Amy's Blog which deals with subject matter related to the voice.

In order to better serve our students, we strongly recommend each student/parent reads carefully through the following policies and procedures and understands what is expected of him/her:

1. **Student Commitment and Preparation**

Students can choose from a number of different options for lessons. However, in order to see the best results, we recommend that students commit to a period of at least one year of lessons.

Once the student selects a lesson structure, VZVS will work with the student to create a practice routine that best suits his/her current needs, goals and availability.

VZVS teachers have high standards for student preparation and weekly improvements.

2. **Rate Plans**

Private Lessons:

1 (25-Minute) Lesson (No Contract) - \$35/Lesson

1 (50-Minute) Lesson (No Contract) - \$70/Lesson

Students can select from the following options for discounted, regularly-scheduled lessons:

12 months/4 Quarters (10 Lessons per Quarter):

25-Minute Lessons - \$250/Quarter (\$25/Lesson)

50-Minute Lessons - \$500/Quarter (\$50/Lesson)

9 months/3 Quarters (10 Lessons per Quarter):

25-Minute Lessons - \$275/Quarter (\$27.50/Lesson)

50-Minute Lessons - \$550/Quarter (\$55.00/Lesson)

6 month/2 Quarters (10 Lessons per Quarter):

25-Minute Lessons - \$300/Quarter (\$30.00/Lesson)

50-Minute Lessons - \$600/Quarter (\$60.00/Lesson)

3 month/1 Quarter (10 Lessons):

25-Minute Lessons - \$325 (\$32.50/Lesson)

50-Minute Lessons - \$650 (\$65/Lesson)



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3. Lesson Scheduling

In order to receive the discounted rate agreed upon and reserve a requested time slot, students must:

- ♪ Request a time slot **in writing** via email from the days/times/dates the teacher has provided.
- ♪ Once the time slot is agreed upon by the teacher/student, student must **fill out the contract and pay for the first and last quarters of lessons** in order for the time slot to be guaranteed for 9 and 12 month contracts. Students requesting a 3 or 6 month contract must pay in full for their contract term at the time of registration.
- ♪ Students must then turn in their contract and fees **30 days prior** to the start of the quarter for which they are enrolling in order to guarantee their time slot. Students submitting fees and contracts after the 30 day period will lose their requested slot.

Once a time slot is guaranteed, it is the student's time slot for the duration of the contract. Lessons begin at the time they are scheduled and end at the time they are scheduled regardless of when the student arrives.

4. Make-Up Lessons/Rescheduling Lessons

VZVS does not allow make-up lessons for lessons missed by the student. We at VZVS understand that things come up from time to time; however, Music Instructors have made special arrangements to be present at each student's lesson and cannot be fully compensated if they allow for make-up lessons.

Students may, however, give permission to have their contact information and voice lesson schedule distributed to other students in order to allow students the opportunity to request a lesson time swap with each other in the case of an unavoidable conflict. Once the swap is made, **both parties** must notify the teacher via email at least **24 hours prior** to the lesson change.

In the event that a scheduled lesson is missed by the teacher, the lesson will either be made up or credited to the student's account.

5. Payment Process

Payment for the **first and last quarters** must be submitted in full via www.vocalzonevoicestudios.com (PayPal) or via check no later than **30 days prior** to the beginning of the quarter in order to be guaranteed a requested time slot.

VZVS Quarters are:

September-November, December-February, March-May and June-August.

See #2 for more information about which rates apply to you.

6. Discussions about student's progress

Questions or concerns related to students' progress, schedule changes or weekly assignments can be discussed during the lesson time itself or via email or telephone. We strive to communicate as much as possible by sending home weekly lesson plans, emailing newsletters and posting information on the website (www.vocalzonevoicestudios.com).

7. North Austin Studio Rules

- ♪ Please drive cautiously and slowly through the cul-de-sac and park in front of the studio on the street or on the left side of the driveway.
- ♪ If students arrive early to a lesson, they should take a seat on the bench in the foyer and sit quietly until the teacher invites them into the studio.
- ♪ Please do not arrive any earlier than 5 minutes prior to lessons or stay later than 5 minutes after the lesson has ended.
- ♪ Please remove shoes and wash hands before entering the studio (especially during flu season).



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- ♪ Do not arrive to a lesson if you/your child are sick or suspect an illness.
- ♪ Please treat the studio as you would treat your own home.
- ♪ Please do not touch or lean on walls or furniture with hands or feet.
- ♪ Parents are welcome to wait in the foyer during their child's lesson.
- ♪ Anyone requiring supervision should not be present during a voice lesson.

8. **Materials**

Students are required to bring the following items to their lesson **EVERY TIME**:

- ♪ Music they are working on in a 3-ring notebook
- ♪ Pencil w/eraser
- ♪ A bottle of water

Once again, we are so thrilled to welcome you to **Vocal Zone Voice Studios!** We are certain that you will receive the highest standard in music instruction and quickly be able to see measurable results!

Please let us know if you have any questions or concerns upon filling out this contract. We want you to be a satisfied customer who clearly understands the information we have provided.

Thank you!