

# STUDIO POLICY

## Amplify Vocal Studio

Welcome to Amplify Vocal Studio. This is the start of your journey and it's an exciting one! A smooth-running studio needs terms and conditions in place, please have a read through the following carefully. When you sign below you agree to the policies mentioned.

### Studio Etiquette:

- Please be respectful of your fellow students. If you arrive early for your lesson, wait patiently either in the car or by the front door and refrain from ringing the doorbell until I have seen the previous student out or it's your scheduled lesson time to avoid disrupting another students' lesson.
- Parents are encouraged to sit in on the first lesson, after this I ask that students be dropped off and picked up after the lesson. As I run my studio from my family home, this is to respect my family's privacy, especially as I teach into the evening. Thank you for your understanding.
- If you need to contact me outside of your lesson, email is preferred. If you need to call, please do so **within** studio hours. These are 8am-8pm Monday to Friday and 8am-2pm Saturday.

### What you can expect from me:

- Lessons personalized to each students' individual needs.
- Respectful, informative and nurturing coaching to guide students' to be the best singers' they can be. I live for the moments my students start to believe in themselves and go for their dreams.
- Punctuality and professionalism at all lessons.
- Students' will have my undivided attention during their lesson and will get genuine, constructive feedback throughout.
- All lessons will be thought-out and planned ahead of time, so no time is lost during the lesson.
- A coach who provides a positive, safe space to make mistakes, have fun and learn – no student will ever be punished for making a mistake in my studio, my job is to build their confidence in their voice not break it. I have all of my students' best interests at heart and take it seriously, it's my passion!

### Expectations:

- Be prepared for each lesson with your lyrics, book, water bottle and any other resources you will need that lesson including new songs you wish to work on.
- Practicing the homework given at each lesson is so important, retention rates drop dramatically throughout the week so practicing specifically after the lesson and the following day as your best bet to locking in new skills and techniques being taught during the lesson.
- **Weekly** lessons are crucial to seeing consistent progression. Commitment is something I value in myself and love to see it in my students as well as their families.
- It's important that everyone, including myself, feel valued and respected. I reserve the right to discontinue the enrolment of a student whose behavior is disruptive or disrespectful.

## **Fees:**

This year the fee is **\$30** per half hour lesson.

Lessons are charged weekly upon arrival to your lesson via cash or EFT.

Receive a discount of **10%** when you pay for the term upfront. That's one lesson free!

- If you decide to pay for the term upfront, an invoice will be emailed to you with the total for the term. Payment can be made via the invoice before your next lesson or cash/EFT at your next lesson.
- If payment is **late**, a 5% surcharge will be added to the invoice
- Amplify continues lessons all through the year, including school holidays and run by a weekly payment system during these times.

## **Lessons:**

- Students are expected to be **on time** for their lessons. If delayed, please update me on your ETA. The lesson will end on time regardless of the arrival time.
- Students who continuously show up to lessons late may forfeit their scheduled lesson time.
- If you are unwell, let me know as soon as possible and please do not come to your lesson if you are contagious. If you are visibly sick and turn up to your lesson, I will have to send you home and you will forfeit the lesson.
- If you are wanting to change your lesson day/time, I ask for 2 weeks' notice. Lesson changes are subject to availability.

## **Cancellation Policy:**

- Students must provide at least **24 hours' notice** if they cannot attend their scheduled lesson.
- Students will be charged the full lesson fee if less than 24 hours' notice is given. The student also forfeits the lesson and no make-up will be offered.
- If I have to cancel a lesson, I will do my best to give as much notice as possible and reschedule the lesson as soon as possible when convenient for all parties.

## **Make-up lessons:**

- Make-up lessons will be scheduled at a time that is mutually convenient when reasonable notice is given of missed lessons (more than 24 hours' notice, as above).
- Students are to acquire no more than **two** make-up lessons per term. These do not include make-up lessons due to teacher cancellations.
- All make-up lessons must be scheduled in **before the end** of the term, they do not carry over to the new term. If there is no mutually convenient time during that term, any outstanding make-up lessons will be scheduled in the first week of the following school holiday period.

**Amendment of Policies:**

Amplify Vocal Studio reserves the right to change and/or modify our policies at any time without notice.

**Acknowledgement:**

Signed:

Printed Name:

Date:

Director: