

VOICE CLASSICS STUDIO POLICY STATEMENT

**KATHLEEN MARTIN
24571 KINGS VIEW
LAGUNA NIGUEL, CA 92677
(949) 249-2101**

I am pleased that you have chosen me as your voice teacher. The utmost care for you as a singer and person is part of the philosophy of this studio. This philosophy can be maintained only with your cooperation. Therefore, the following policies must be upheld.

WHEN DO I PAY?

All fees for the month are due and payable in advance at the first lesson of the month. Please have your payment ready at the beginning of the lesson unless prior arrangements have been made.

HOW MANY LESSONS PER MONTH WILL I HAVE?

The normal number of lessons will be one each week. It is possible to arrange for additional lessons if desired. A student is expected to study year-round. Your growth as a singer depends on a consistent study plan.

Please check with me regarding holiday observance; lessons continue during most official holidays and during the summer. If a student chooses not to take lessons in the summer, there will be *no guarantee* of a fall lesson time.

WHAT IF I MUST BE ABSENT?

REMEMBER, YOU ARE PAYING TO HAVE A RESERVED LESSON TIME. If you are unable to keep your scheduled time, you have the option of contacting another student on the Student Telephone List and arranging to exchange lessons or lose the lesson. There are *no* makeup lessons; only in case of *bonafide emergency* will the lesson will be rescheduled. Sickness is *not* considered a bonafide emergency.

WHAT IF THE STUDIO MUST CANCEL?

In this case, personal arrangements will be made with you for a make-up lesson. If you miss the lesson rescheduled by mutual agreement, that lesson will be charged to your account and additional rescheduling will not be required.

STUDIO ETIQUETTE:

Students should arrive on time with all the necessary music and materials. Parents will be responsible for the conduct and behavior of minors and other persons who accompany them to the studio. *A tardy student will be given only the time remaining in the lesson period.*

The resident of 24571 Kings View, Laguna Niguel, CA is not responsible for any injury, illness, loss, or damages suffered by any person while they are at the said residence.

AGREEMENT:

I have read and agree to abide by the above policy.

Signature

Date