

# STUDIO VOCE

## STUDIO POLICY

Emily Smith  
801.682.6126  
studiovocemain@gmail.com

This policy is in place to protect the student, parent, and teacher alike. It ensures that lessons will run smoothly and without conflict. Music lessons are meant to be enjoyable as well as educational, and therefore should be taken seriously. Do not hesitate to contact me with any questions and concerns regarding this policy.

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## STUDIO OBJECTIVES

- ♪ To listen to and analyze the student's vocal needs and provide the proper solution.
- ♪ To encourage healthy vocal technique through exercises and repertoire.
- ♪ To inspire an appreciation for various styles of music.
- ♪ To establish standards of respect and appropriate behavior in the studio, performances, and other performance settings.

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## LESSONS AND TUITION

Private lessons are one-on-one and are held weekly. There are two options for lesson duration:

30 minutes - \$20

45 minutes - \$35

Tuition is paid monthly based on the number of lessons. With lessons being held on a weekly basis, it is typically 4 lessons per month, but 5 lessons is also possible.

***Tuition is due before or at the first lesson of each month.*** Late payments will incur a \$10 fee. Valid forms of payment include: cash, check, or Venmo. (@Emily-Marsden-1) Checks should be made out to "Emily Smith".

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## LATE/CANCELLATION POLICY

Students are expected to be on time to their lessons. No time will be given to accommodate late arrivals; the lesson will end at the scheduled time.

In the event a student needs to cancel a lesson, they must give notice ***at least 24 hours*** before the scheduled lesson time. If notice is given with less than 24 hours notice, the lesson will be forfeited with no refund or make-up lesson.

Students will have the opportunity to schedule a make-up lesson when a lesson is cancelled with at least 24 hours notice. The student must schedule a make-up lesson ***within two weeks*** of the cancelled lesson, otherwise, the lesson will be forfeited with no refund.

Excessive absences due to illness or family emergencies will be handled on a case-by-case basis.

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## PREPARATION

***Students should come fully prepared for their lessons.*** This means that the student has practiced the assigned amount of time, and brought all necessary materials needed for the lesson. These materials include: music in organized folder, practice journal/chart, pencil (no pens!), water, and a positive mindset.

Daily practice is crucial for a student's progress. The amount a student is expected to practice will vary according to each student. This will be determined in lessons, and the student will be assigned a certain amount of time to practice each day. A student's practice will be tracked through practice charts/journals, which should be brought to every lesson.

***Practice*** includes doing vocal exercises worked on during lessons, sight-singing, and working on repertoire.

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## PERFORMANCES

If numbers permit, there will be a ***studio recital*** at least twice a year (spring and fall). Students will be encouraged to perform at least one song at the recital. These performances allow the student to showcase their hard work and talent for loved ones, and is good practice for performing outside of the studio.

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## TERMINATION OF STUDY

Students may cancel lessons (temporarily or permanently) by notifying me ***one month*** before you intend to terminate lessons. If notified less than one month in advance, the student is responsible for paying next month's tuition, and any tuition already paid will not be refunded.

I reserve the right to terminate lessons if it's in the best interest of the student and myself. Issues that may warrant student dismissal includes, but is not limited to:

- Repeated failure to abide by the studio policy.
- Repeated offenses of inappropriate or disrespectful behavior.
- Failure to pay tuition.
- Repeated lack of preparation and dedication to lessons.
- Poor attendance.

**THIS IS STUDIO VOCE'S STUDIO POLICY AS OF MAY 11, 2021. THIS POLICY IS SUBJECT TO CHANGE.**