

Issaquah Voice Studio Policies

__ Payment shall be received by the first lesson of each session for the entire session's lessons. (Unless previously arranged). No money will be refunded under any circumstances. By signing this contract, you are agreeing to a full semester's commitment.

__ Cancellation of a lesson for SICKNESS only must be received by 10:00 a.m. on the day PREVIOUS to the lesson in order to be eligible for a make-up lesson. NO MAKEUP LESSONS are given unless cancelled by this time.

__ Cancellation due to traveling, rehearsals, sporting events, doctors appointments and other situations must be given at least one week in advance (preferably MUCH longer) in writing VIA EMAIL. You are welcome to trade lesson times with another singer when last minute situations occur.

__ If you forget a lesson, make a scheduling mistake or fail to show up for scheduled time you forfeit that lesson.

__ Only 1 MAKEUP LESSON PER SEMESTER will be given for any reason. This will only be done if you have cancelled within the cancellation period listed above.

__ All studio run acting workshops, studio master classes, accompanist fees, performances, and recitals are included in each session's tuition. No money will be refunded if you fail to attend these events.

__ You are encouraged to attend a lesson even when under the weather as alternate lesson plans can be arranged such as theory, ear training, music history etc.

__ If music books, CD's or other items are borrowed from the studio they will be RETURNED within a week, unless previous arrangements are made.

__ If I am in the studio you may ring the bell, take off shoes and enter. This just lets me know when someone is in the house. I have been surprised a few times this year, so I'm adding this policy.

__ By checking each of the above, you understand no special circumstances will be given for the above policies.

Student Signature

Parent Signature (if necessary)

Date