

Ms. Paulette's Voice Studio

Sing with excellence, sing to move hearts to God, & sing for the love of music.

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Voice Studio Student Contract

STUDENT INFORMATION

Name of Student _____ Birthday _____

Email address _____ Voice part _____

Address _____

Phone Number _____ Emergency Contact _____

Relationship with contact _____ Phone Number _____

Email Address _____

CONTRACT

Lessons are offered weekly.

\$30 per HALF HOUR lesson | \$110 - four weeks of half hour lessons | \$140 - 5 week months

\$40 per 45 MINUTE lesson | \$150 - four weeks of 45 minute lessons | \$190 - 5 week months

\$50 per HOUR lesson | \$190 - four weeks of hour long lessons | \$240 - 5 week months

Quarterly enrollment would be \$5 off the basic pricing.

Depending on the rates, a quarterly plan can be set up with a discount. Further discounts apply with households with more than one student. Please inquire personally or through email or phone as how these rates work. Prices are subject to change with a one month notice.

PARENT RESPONSIBILITIES

- Materials - Students and their guardians are responsible for the purchase of their own books, learning supplements, notebooks, recording device and other materials needed for the lesson they are receiving. The teacher will assist in referring the parents and students to where they can obtain these items, but is not responsible for providing them personally.

- Accompaniment - The teacher encourages the student to work with a pianist of their choosing for accompaniment for church or other performing engagements. If there is not instrumental recording available, the teacher can provide a personalized new piano recording accompaniment for \$50 per song recorded by Jed de la Paz. This can be made available through mp3 transfer through email or USB memory stick.
- Attendance - The parent/guardian is encouraged to ask the teacher for supplemental support techniques for the student to progress to their furthest potential. Even so, the parent is encouraged to allow the student to develop the skill on their own in an independent environment. The parent/guardian is encouraged to drop off their student at the studio, and pick them up after their allotted time. (This is a great time to run errands around town).
- Communication - The parent/guardian is encouraged to communicate with the teacher through email with questions or concerns.
- End of Contract - The parent/guardian is requested to give a two-week notice prior to a request for the end of contract. A courtesy email or phone call is encouraged to allow the teacher a period of adjustment in the change of financial revenue.

STUDENT RESPONSIBILITIES

- Practicing - Each teacher instructs how much practice is ideal for each student, and will encourage students in the practicing. After the lesson, the student is responsible to do their own practicing. Progress is most apparent when students are set a space and time in their daily schedule to practice.
- Self study - The student is encouraged to listen to recordings of the previous week's lesson to prepare for the next lesson. If memorization of a song is not achieved two weeks after it is requested by the teacher, the lesson will be spent reviewing and memorizing the song to a satisfactory level until musicality and expression can be made possible.
- Attendance - Students and the parents of the student are responsible for their voice lesson time slot. If a student is not available for their weekly lesson for any reason, it is not the teacher's responsibility to make up the missed lesson. In addition to this, a courtesy call to the teacher 12 hours in advance is requested if a student will be unavailable for a lesson.
 - Any long-term, out of town absences should be discussed with the teacher a month in advance. If this is not done so, then the student is still required to pay for regular time previously agreed upon. If there there is a communicated agreement between guardian and teacher a month before the absence, a makeup schedule could be agreed upon.
 - If a student misses a lesson due to illness, a courtesy call is requested at least 6 hour in advance, and the lesson can be made up at the teacher's earliest convenience as the schedule allows.

TEACHER RESPONSIBILITIES

- Weekly Reports- The teacher will send a weekly email to the parents (and can CC the student if requested to do so) to help keep track of how their child is progressing. This is also where you can electronically keep track of what their assignments, upcoming events and required materials will be. If the parents does not receive an email within two days after the last lesson, they are welcome to email the teacher or send a text message for further questions.
- Performance Opportunities - the teacher will give a student and guardians at least a two-week notice for upcoming opportunities in local areas.
- Attendance - The teacher is responsible in being present in all lessons previously agreed upon with the student and or guardian(s). Any missed lesson on the teacher’s end will be made up with the next make up (back up date previously agreed upon). If the instructor cannot make up the lesson at that time, the lesson will be credited upon the next lesson. The instructor will give a 6 hour notice in case of any changes in schedule. Any long term absence will be discussed with the guardian of the student two weeks prior to the date(s) of absence, and will be made up in the earliest convenience of both parties. The teacher can travel to the student’s homes with an added fee that will be agreed upon within signing of the contract.
- Syllabus - The teacher will keep track of the student’s weekly progress in correlation to a syllabus or teaching plan that the parent/guardian can request through email at any time.
- Payment - The teacher is responsible in sending the parent/guardian with an invoice for the following payment period a week before the next payment is due.

PAYMENT

Payment is to be received on a monthly or quarterly basis. Cash, or checks are to be made out to the teacher before they sit down with the student before they begin a four week, or quarterly session. For the time being, Ms. Paulette’s Voice Studio cannot offer payment through credit or debit cards.

Student's Signature _____

Parent/Guardian's Signature

Teacher's Signature _____

Date
