

Rebecca Tann Vocal

Studio Handbook

2020-2021



Schedule

Lesson times will be determined at the beginning of each session i.e. Summer and Academic year. During the summer, hours are highly flexible and students can choose how often they would like to meet and for how long. During the school year, lessons will be taught weekly during either the student's choir period or after school at Ms. Tann's private studio.

Payments

Payments will be due at the beginning of each month. An invoice will be sent via email with the amount due prior to the first lesson of the month. The student is expected to bring a form of payment with them to their lesson if payment has not already been sent electronically. The rates for lessons at my private studio are \$25.00 per 30-minute lesson or \$45 dollars per hour. Rates may vary for in-school lessons to accommodate gas mileage*. If a student wishes to terminate taking lessons, they must do so at the end of the month. If a student terminates lessons during the month of pre-paid lessons, they will not receive a refund. If monthly payments are not possible, please let Ms. Tann know and she will work to accommodate you.

*RHPS rate: \$25 for 25 minutes

Absences

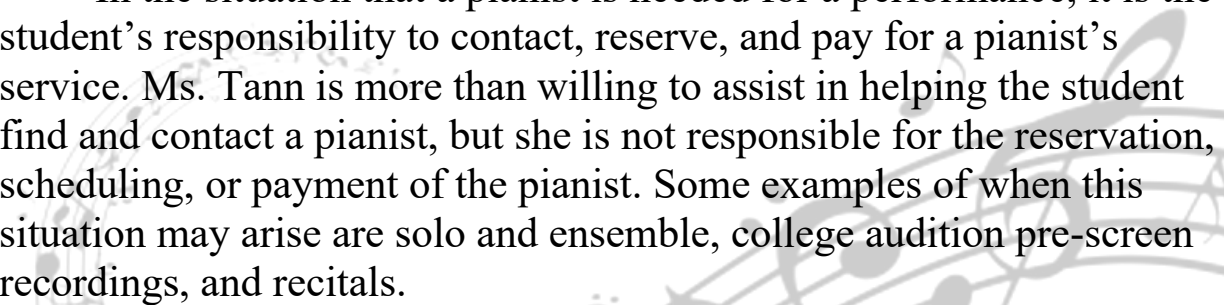
Please notify Ms. Tann at least 24 hours in advance of an anticipated absence. If notice is **not** given 24 hours in advance, the student will be considered a no-show and they will receive no makeup for the missed lesson. If notice is given with proper timing, a makeup lesson may be scheduled. If a student accumulates 3 no-shows, Ms. Tann reserves the right to dismiss the student from the studio without giving a refund for the month. Although absences are undesired, if a student is ill or hoarse, Ms. Tann suggests that they consider scheduling a make-up lesson in order to receive the full value of their vocal lesson.

Studio Expectations

1. Bring a pencil and your music to every lesson
2. Be prepared to record your lesson with your cellphone or other recording device
3. Give at least 24-hour notice for an anticipated absence
4. Practice your music outside of your lesson

Pianists

In the situation that a pianist is needed for a performance, it is the student's responsibility to contact, reserve, and pay for a pianist's service. Ms. Tann is more than willing to assist in helping the student find and contact a pianist, but she is not responsible for the reservation, scheduling, or payment of the pianist. Some examples of when this situation may arise are solo and ensemble, college audition pre-screen recordings, and recitals.



Voice Student Contract

I, _____, have read and agree to all of the information provided above in this vocal studio handbook. I agree to the rates noted above. I understand that if I do not provide notice 24 hours before my lesson for an anticipated absence that I forfeit the ability to take a makeup lesson, and will not receive a refund. I also am aware that if I am declared a no-show 3 times, I may be dismissed from the studio, and will not receive a refund. Terminations may only occur at the end of a month, and refunds for termination of contract prior to this time will not be refunded.

Student Signature _____ Date _____

Parent Signature _____ Date _____