



## Free Your Voice Studio Policy

**1) TUITION:** Payment must be received prior to each voice lesson or group class. Individual private lessons are booked through the website. Package private lessons are booked by invoice. Invoices are sent out at the beginning of each month. Time slots are not confirmed and therefore are considered tentative until the invoice is paid. Once the invoice is paid you will receive a confirmation e-vite. If invoices are not paid 48 hours before the tentative voice lesson the invoice will be cancelled and the time slot will be forfeit.

**2) ENROLLMENT & FEES:** Students may enroll by phone or e-mail but can only secure their spot by paying for their lesson/class at the time of booking via invoice or through the website. The student must also submit the Studio Enrollment Contract and other supplemental documents materials within (7) days of joining the studio. No Registration fees at this time. Students are responsible for providing their own music until further notice.

**3) PERFORMANCES:** Students who are enrolled in the Performance Package are expected to attend all Masterclasses as part of their comprehensive vocal instruction. Masterclasses are the key to building performance polish. Masterclass will only take place if a minimum of 3 students confirm attendance. Performance Package students must be enrolled two full months (6-8 lessons) and have attended at least one masterclass before allowed a public performance at Open Mic Nights. Individual Voice Lesson students and non-FYV students may participate in masterclasses, recitals, and Open Mic nights for an additional fee.

**4) ATTENDANCE:** Regular and punctual attendance is recommended. Sessions will begin at the appointed time. If a student is late, the lesson will end on time, so as not to inconvenience the next student. If the student is early and the teacher is available then the lesson will end early. In the rare event the student arrives for a lesson and the instructor is not present, the student should wait the standard 10 minutes before leaving the studio site. An instructor is not obligated to wait more than 10 minutes if a student is late and there has been no notification.

**5) CANCELLATIONS:** Twenty-four (24) hours notice is required in the event that a student must be absent. The instructor is not obligated to give a make-up private lesson or credit when a student misses a session without providing adequate notice. However, credit or a make-up private lesson will be given if the instructor misses. Snow days or any other emergency closings will follow Prince William County Closure schedule. Make-up sessions are scheduled on the 3rd Saturday of every month. In the

event of a closure please schedule your preferred time on the given make-up day as soon as possible.

**6) CLASS MATERIALS:** Students should bring a recording device, music, studio notebook and bottled water to all lessons and rehearsals. Cell phones should be turned off during all lessons, classes, and rehearsals unless they are being used for recording.

**7) PARENTS:** While we have a great appreciation for our parents, most students learn best without parental observation as students tend to be inhibited in front of parents. To accommodate this, we ask that parents refrain from sitting in on sessions for the sake of not only their own child but the courtesy of others who may be part of a session. Parents are always welcome to attend a consultation or the very first lesson to check out the studio. Parents are also welcome to attend any advertised parents day or performance.

**8) OUTSIDE COACHING:** Once a student has enrolled for a semester, it is expected that they will finish that semester. As long as a student is enrolled in a semester or upcoming semester, any vocal coaching or instruction received outside of the studio must have advanced approval by your FYV instructor. In the event a FYV Instructor must take a leave of absence or vacation, FYV will make arrangements for students to have an approved substitute.

**9) STUDIO COMMUNICATION:** The studio communicates through its website, phone number, FACEBOOK PAGE, and e-mail. Each parent and student is expected to keep up with the facebook page about immediate studio updates and closures. The studio facebook page will also have information on upcoming auditions for shows in the area, vocal health tips, college audition tips, and many other resources for efficient functional voice use. It is recommended that the facebook page be checked on a weekly basis for updates and that e-mail be checked at least every other day. To include the day of or the day before your scheduled lesson.

**10) PRACTICE:** It is recommended that a student practice a minimum of 30 minutes a day, 5 days a week and maintains consistency in session attendance to experience significant improvement. The instructor reserves the right to discontinue a student that fails to show adequate improvement due from lack of dedication to a practice schedule.

**11) RECITALS:** A recital performance opportunity is offered at the end of each semester for all prepared students. Participation is encouraged, but optional. Junior high and high school students must be in attendance of at least one masterclass in order to perform on a recital. Songs performed on recital are performed by memory and must be approved in advance by the instructor. Recital dress of professional etiquette will be required further clarification will be provided by your instructor if so needed.