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# STUDIO POLICIES

Thank you for choosing me as your voice teacher! I look forward to a great year of learning and making music.

## *Contact Info*

647.462.1827  
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## *Important Dates*

I'm looking forward to the year ahead and have some exciting things planned, so here are some important dates to make note of.

- **National Association of Teachers of Singing (NATS) Vocal Showcase: November 19-20, 2022**
- **Norfolk Musical Arts Festival: March 2023**
- **Brant Music Festival: May 2023**

## *Student Portal*

My studio is administered using the **MyMusicStaff** platform. Every student has their own profile to manage their contact information, lesson schedule, payment details, etc.

You can log in to the student portal through my website at **[ludwigvoicestudio.com/student-portal](http://ludwigvoicestudio.com/student-portal)**

## *Tuition*

My teaching year is divided into two semesters. A monthly payment reserves your spot in my studio and covers other items such as lesson preparation, repertoire research, and recital preparation.

<b>Semester 1 - Fall 2022</b>	<b>Semester 2 - Spring 2023</b>
11 Weeks (September 18 - December 3)	20 Weeks (January 8 - June 3)
2 Flex weeks (December 5 - 18)	3 Flex weeks (June 4 - 24)
Monthly Payments (4) <ul style="list-style-type: none"><li>• 30min - \$96</li><li>• 45min - \$124</li><li>• 60min - \$151</li></ul>	Monthly payments (6) <ul style="list-style-type: none"><li>• 30min - \$117</li><li>• 45min - \$150</li><li>• 60min - \$183</li></ul>
2 lesson credits available	3 lesson credits available
Last day to sign up: October 16, 2022	Last day to sign up: March 19, 2023

### **MARCH BREAK**

There are no lessons from March 12 -18

### **SUMMER**

Although I don't offer a summer semester, my studio will remain open during the summer months. Please speak with me directly if you wish to book lessons in July and August.

## *How To Pay*

Here's how you can pay us:

- Post-dated cheques submitted at the time of registration
- Credit card, charged automatically on the first of the month
- E-transfer

Payment is due on the first of the month.

Monthly payments will be prorated for students who register after the semester has begun.

If all lessons are completed by the end of the semester, students may book additional lessons during the Flex Weeks.

## *Missed Lessons*

No refunds will be given for missed or cancelled lessons.

### **LESSON CREDITS**

If you find yourself unable to attend a lesson, you may be issued lesson credits at my discretion. Lesson credits can be redeemed in the flex weeks at the end of each semester.

Lesson credits will only be issued if I am notified of the absence at least 24 hours in advance.

No credits will be given for lessons missed with less than 24 hours notice.

### **QUITTING LESSONS MID-SEMESTER**

Occasionally students find they need to discontinue lessons in the middle of a semester. In that event, I require **four weeks notice**. All lessons in the four weeks after the date of notification are payable. Any unused lesson credits will also be forfeited.

### **ILLNESS**

An exception to the 24 hour policy will be made in the case of illness, provided the student notifies me by **9am** the day of the lesson. Lessons cancelled due to illness still count toward the limits on lesson credits outlined above.

No lesson credit will be issued if the student is unable to attend because a parent or sibling of the student is ill.

### **WEATHER**

No lesson credit will be issued for lessons missed due to bad weather.

If you are unable to attend your lesson because of the weather, I can arrange to do the lesson at your usual time via Zoom.

### **TEACHER CANCELLATIONS**

In addition to teaching, I maintain an active performing schedule. Although I try to keep conflicts to a minimum, this may mean I have to reschedule your lesson from time to time. I will try my best to find another time that works for you.

If no suitable time can be found, a lesson credit will be issued to be redeemed during the flex weeks. This credit will not count toward your semester limit.

## *Drop-in Lessons*

For most students, I strongly recommend a weekly lesson as the best way to make consistent progress. For more advanced students and professional singers or where a weekly lesson isn't possible, occasional lessons can be booked when my schedule allows.

### **DROP IN RATE:**

\$70/hr

## *Recordings*

Students are welcome and encouraged to record their lessons for their own personal study and use. No portion of the lesson should be shared publicly without prior permission from the teacher. If you are going to record the lesson, please let me know first.

## *Guests during lessons*

I understand that sometimes parents or friends want to see what goes on during a singing lesson; however, having an audience in a singing lesson can be very distracting.

If a parent wants to attend a portion of their child's lesson, I request that you let me know beforehand and then come for the last 5 or 10 minutes of the lesson.

Guests sitting in on lessons should not give feedback or ask questions unless the teacher invites participation.

## *Hiring a pianist*

Many students choose to participate in music festivals and/or RCM exams. These events require you to purchase the services of a professional collaborative pianist (aka an accompanist).

I will provide you with names and contact info for local pianists.

It is the student's or parents' responsibility to contact the pianist and make any necessary arrangements, including payment.

## *Student and Teacher Obligations*

### **AS THE STUDENT I WILL...**

- Show up for my lessons on time and ready to go,
- Bring all sheet music, exercises, and other materials to every lesson,
- Respect and abide by the studio policies.

### **AS THE TEACHER I WILL...**

- Begin and end your lesson on time as scheduled,
- Help you set goals, provide guidance in choosing repertoire, and provide you with written vocal exercises as appropriate,
- Conduct lessons in a respectful and professional manner.

Thank you for your commitment to your singing lessons. I am looking forward to making music together and to seeing the growth each of you makes with your vocal technique and musicianship over the coming year!

—Julie

# LUDWIG VOICE STUDIO

## *Student Contract*

***I have read, understood, and agree to abide by the studio policies outlined above.***

Name: \_\_\_\_\_

Parent/Guardian (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_