

## Policy and Procedure Agreement

**Vocal Assessment:** Noteworthy Vocal Studio requires a vocal assessment to determine if a student is ready for formal training. This meeting also allows Noteworthy to understand the goals of the potential student and to establish the expectations of the teacher. Upon acceptance, a six-month commitment is requested and at the completion of the six-months the student may elect to renew his or her course of study for another six months.

**Payment:** Noteworthy Vocal Studio is NOT a pay-as-you go business, but is a tuition-based business and lessons are given at a cost of \$30.00 for 30 mins, \$40.00 for 45 mins or \$50.00 for an hour. Tuition for each month is to be paid in full, in the first week of each month. **If tuition is not paid on time, an initial \$10.00 late fee will be charged with an additional \$5.00 fee, for every subsequent week that tuition is late. (If you are experiencing a financial hardship due to unforeseen circumstances and need to make special arrangements for payment please contact Noteworthy as soon as you are aware of the hardship and we will do our best to work with you)** Noteworthy accepts payment by cash, check or online through Music Teachers Helper. Checks can be made payable to Noteworthy Vocal Studio. If a check is returned due to insufficient funds the payee is responsible for all penalties and fees. If you elect to pay online more information on how to do that is available through the studio.

**Attendance:** Absenteeism is greatly discouraged as continuity is the secret to success. Each student is only allowed **two missed lessons a month for which a makeup lesson will be provided and the makeup lesson must be scheduled within 30-days of the absence. 24-hour notification is required in order to schedule a makeup. Any changes made to the online schedule without 24-hour notification will NOT be honored and the lesson will be forfeited.** The scheduling of the makeup lesson is the responsibility of the student and can be done by logging onto [www.musicteachershelper.com](http://www.musicteachershelper.com) where the schedule for the month is posted. In those rare cases where an emergency or unforeseen circumstance arise (such as, a flat tire, a car accident, a sudden onset of illness, weather, a death in the family etc...) that does not permit the student to give the required notification, please call Noteworthy Vocal Studio and a determination will be made on a case-by-case basis as to whether or not a makeup will be granted.

**Late Policy:** A student may NOT arrive later than 15 minutes and still receive a lesson. If a student arrives without notification that they are running late the lesson is forfeited without an option for makeup. Notification is required prior to the expiration of the first 15 minutes in order to secure a makeup lesson.

**Withdrawal From The Program:** Noteworthy is a year-round studio so if a student wishes to withdraw for the summer it should be noted that Noteworthy cannot guarantee a spot for them should they desire to return in the fall. If a student wants to remain during the summer, but knows that they will be absent for vacations, make up lessons can be scheduled prior to or following the students vacation. Tuition however, must still be paid as if the student were attending regularly scheduled lessons. **A month's notification is required when withdrawing from Noteworthy Vocal Studio. If proper notification is not supplied then a prorated fee will be charged according to the notice that was given.**

**Illness: PLEASE DO NOT COME TO YOUR LESSON SICK!** If a student arrives with a sore throat, fever, or stomach virus Noteworthy reserves the right to contact the parents and have the student picked up. Coming to your lesson sick puts the instructor and other students at risk and students are in no shape to learn when they are fighting illness.

**Discharging A Student:** Noteworthy is looking for students who are serious about learning to sing. We view the participation of each student with great interest. If a student repeatedly comes to lessons unprepared, without their notebook, are consistently late or not putting in the practice time at home and it becomes clear to the teacher that due to the students lack of participation they are not moving forward, Noteworthy reserves the right to discharge the student and open the spot for a more serious student.

**Please sign and return at 1<sup>st</sup> official lesson**

Date \_\_\_\_\_ Name \_\_\_\_\_