

Voice Lessons Contract

_____, (student) is scheduled for a weekly lesson of 30 minutes / 60 minutes with Raeanne McKendree to be held from _____ to _____ (time) on _____ (day of the week). The tuition for this lesson is \$_____ per lesson (if paid weekly), or \$_____ per lesson (if paid monthly).

This is your assigned lesson time, and you are financially responsible for it. Tuition is non-refundable.

I. Responsibilities of the student

- a. Students shall notify the instructor at least 24 hours in advance to cancel a lesson by calling (270)703-5696 or the student will be charged for the missed lesson.
 - i. Up to one (1) properly cancelled lesson a month may be rescheduled for any subsequent missed lesson regardless of notice; therefore, it is encouraged that the student select a lesson time that works on a weekly basis.
 - ii. Missed lessons without proper notification, as a general rule, will not be rescheduled.
- b. The student will arrive on time to all scheduled lessons. Lessons will end at their scheduled time, regardless of the time of the student's arrival.
- c. Student shall provide (by purchasing or borrowing) legal, original copies of all assigned music for their own use. The use of illegal photocopies is strongly discouraged.
- d. Students shall participate in scheduled recitals/events. Dates will be announced at least one (1) month prior to the event, otherwise it will be optional.
- e. If the student decides to discontinue lesson that are paid by month, two (2) weeks notice must be provided, or the remainder of the tuition will be forfeit.
- f. Tuition for lessons paid by month must be received at the last lesson of the previous paid month (or no later than the 1st of the month), or the student shall incur a \$10 late fee.

II. Responsibilities of the instructor

- a. If the instructor has to cancel a pre-paid lesson for any reason, and that lesson cannot be rescheduled to the satisfaction of both parties, the tuition will be applied toward a future lesson time.
- b. The Instructor shall begin lessons at their scheduled time, or the instructor shall extend the lesson to meet the required lesson time.
- c. The instructor will, during the lesson time, make rehearsal tapes of melody lines and/or accompaniments (when possible).

- III. What to expect from your lesson
 - a. 30 minute lessons
 - i. 5 minutes: discuss progress & identify problems arising from previous week of practice.
 - ii. 10 minutes: warm-ups and exercises
 - iii. 10 minutes: repertoire (may be replaces with further exercises when necessary)
 - iv. 5 minutes: identify goals and objectives for upcoming week.
 - b. 60 minute lessons
 - i. 5 minutes: discuss progress & identify problems arising from previous week of practice.
 - ii. 20 minutes: warm-ups and exercises
 - iii. 30 minutes: repertoire (may be replaces with further exercises when necessary)
 - iv. 5 minutes: identify goals and objectives for upcoming week.

- IV. What to bring to your lesson
 - a. Bottled Water
 - b. Pencil with eraser
 - c. Any required sheet music
 - d. Recording device (most cell phones will voice record)

- V. What to do between lessons
 - a. Practice: divide your time equally between warm-ups and working on your repertoire.
 - i. 30 minutes, 3 times per week (beginning student)
 - ii. 45 minutes, 3 times per week (intermediate students)
 - iii. 60 minutes, 3 times per week (advanced students)
 - 1. These are minimum practice guidelines; the student should speak with the instructor about adding additional days or time to this routine.
 - b. Acquire copies of any necessary music for upcoming lesson

I have read, and I agree to the above conditions.

_____ (student name, print) _____(sign/date)

_____ (guardian name, print) _____ (sign/date)

_____ (instructor name, print) _____ (sign/date)