

# FURST VOCAL MUSIC STUDIO POLICIES & PROCEDURES

## **TUITION, FEES, & PAYMENT**

### *Payment Schedule*

- Lessons are \$35 per half hour and \$70 per hour. Students must be age 12 or older.
  - Payment is not just for lessons, but for the continued reservation of the student's time slot on the studio schedule.
- Lessons will be paid for in advance by cash, check, or online payment on a monthly basis.
  - Online payments will be processed through the student portal.
- Invoices for the following month will be sent out on the 20<sup>th</sup>, with payment due on the 1<sup>st</sup>.
- A late fee of \$15 will be applied if payment is not received by the 8<sup>th</sup>.
- If an invoice remains unpaid after two weeks, the student may not return to lessons until the unpaid invoice plus the late fee is paid.
- If an invoice remains unpaid after a month, the student will be dismissed from the studio.

### *Discovery Lesson*

- A discovery lesson is a one-lesson offering for the student and teacher to meet each other and determine if they are a good match.
- Payment for the discovery lesson by cash, check, or online payment is due by the end of that lesson; there is no obligation to pay for the rest of the month at this point.
- If the student wishes to continue lessons on a regular basis after the discovery lesson, an invoice for lessons for the rest of the month will be sent, and payment is due the day before the next lesson. After that, the payment schedule outlined above will be followed.

### *Other Fees*

- Students are responsible for purchasing their own materials to comply with copyright law. This includes sheet music and performing tracks.
- Fees for recitals, studio classes, and other studio-related opportunities will be determined on an event-by-event basis.
  - These fees will depend on the event's needs (venue reservation, pianist, etc) and the number of students participating. The teacher will work to keep costs down during the planning process for these events. These fees will not exceed the cost of a lesson.

## **CANCELLATIONS & MAKEUP LESSONS**

- If the student cancels a live lesson, there will be no live makeup lesson.
- If the student provides notification of cancellation at least 24 hours in advance, an asynchronous option will be offered.
  - An asynchronous lesson is one that does not occur in real time.
  - For this option, the student will send the teacher recordings whose total time is no longer than the length of their lesson. These recordings can come from the student's practice sessions and/or performances and will be due to the teacher by their weekly lesson time slot.
  - The teacher will watch or listen to the recordings during the student's lesson time slot and take notes. These notes will be sent to the student the evening after the asynchronous lesson.
- If the teacher cancels lessons for a non-illness reason, the teacher will offer makeup lessons or a credit for the lesson(s) on the next month's invoice. If the cancellation is due to illness or COVID-19, it falls under the procedures listed under "Illness."

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- For weather cancellations for in-person lessons, the teacher will make the decision based on the school district in which the studio is located and the surrounding ones.
  - Students will be offered a live virtual lesson, an asynchronous lesson, or a credit on the next month's invoice in the case of a weather cancellation.

## ENDING LESSONS WITH THE STUDIO

- If a student wishes to leave the studio, a written two-week notice is required.
- Students are financially responsible for lessons that fall within the two-week notice period.
- Students will be refunded for lessons that fall after the two-week notice period.

## ILLNESS

- ***In-person students will not come to lessons if they or a member of their household show ANY signs of illness (cold, flu, sinus infection, etc) or know they have been exposed to COVID-19.***
  - Students may not attend in-person lessons for 7 days after onset of symptoms for any illness in, or after known exposure to COVID-19 of, themselves or their household. If symptom onset occurs after known exposure, the 7-day period starts over.
  - Depending on progression of symptoms, a student may opt for virtual or asynchronous lesson(s) during isolation.
  - If exposed to or ill with COVID-19, a student may return to in-person lessons after 7 days if symptoms have abated.
  - I **strongly encourage** up-to-date vaccination against COVID-19. Protecting your health is vital to singing, and COVID-19 is a respiratory illness.
- The teacher also will follow the procedures outlined above in case of any illness and of known exposure to COVID-19.
  - If the teacher needs to outright cancel lessons due to symptom progression, the teacher will offer makeup lessons or credit(s) on the next month's invoice.
  - If the teacher is able to teach during the 7-day isolation period, lessons will be offered virtually or asynchronously. These lessons will fall under the usual cancellation policies outlined above.
  - The teacher will resume in-person lessons after a negative rapid antigen test in case of illness by COVID-19.
- ***Students will not be allowed to enter for lessons if they show signs of illness.***

## *Guests*

- No one other than the student may be present for in-person lessons unless the student is under the age of 18.
- If under the age of 18, the student may enter with one parent or legal guardian.
  - The parent or legal guardian may sit in the dining room to wait during the student's lesson.

## *Illness Precautions*

- Masks are not required for in-person lessons, but students may elect to wear them if they wish.
  - The teacher is unable to wear masks for long periods of time and will not be able to mask for lessons. Virtual lessons are the best option for students who are uncomfortable with this situation.

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- HEPA filters will be running in the studio and dining room during lessons.

## **COMMUNICATION**

- Studio communication will occur via email or student portal only.
- Students should allow up to 24 hours for messages to be answered.
- Messages received on Saturday and Sunday will be answered the following Monday.

## **EXPECTATIONS**

- Students are expected to practice on their own outside of lessons. The appropriate number of days and amount of time will be discussed on an individual basis.
- Students are expected to fully participate during lessons.
- Students are expected to treat the teacher, other students, and the teacher's home with respect.
- This is an open and affirming studio. Misogyny, racism, and bigotry will NOT be tolerated.
- Consistent poor and/or disrespectful behavior will be grounds for dismissal from the studio.

## **POLICY AGREEMENT**

- A Policy Agreement Form must be signed by the student, or a parent or legal guardian if under 18, by the student's first lesson.
  - The Policy Agreement form can be found under the "Policies & Information" section of the studio website.
- A signed Policy Agreement Form covers the time period from the student's first lesson through the end of the following August.
  - A continuing student (and their parent or legal guardian if under 18) will need to sign a new Policy Agreement Form by September 1<sup>st</sup> for as long as they continue lessons with the studio.
- If individual policy changes are required during the year, a signed addendum outlining the new policy will be required by the lesson following its announcement.