

## GUIDELINES

We are excited to be teaching you music lessons!

We can work on both technical and performance aspects of music, and we can address any other instrument/voice and performance-related areas you would like. Oh, but here's the thing though: you will have to let your instructor know what those are.

We will talk about some song choices for you to work on as we go.

**SINGERS:** Some people self-accompany on guitar or piano. If you do, huzzah! If you don't, you will have to fork out the \$1.29 on iTunes to get yourself a backtrack for the songs we choose for you (we'll make those choices together). There are actually lots of pretty decent Karaoke tracks available through iTunes these days, so it shouldn't be too much of a problem to find what you need.

**Online students:** You will need to be able to play practice tracks (your instructor will send you warm up tracks) off of your computer or MP3 player/phone. Having a headset with a microphone is a great investment for voice lessons online.

**INSTRUMENTALISTS:** Your instructor may email you a practice track, or you may need to purchase tracks to practice with. Your instructor will let you know how they approach this aspect of teaching and your practicing as you go.

Your responsibility is to show up to your lesson ready to go. That means:

- Practice between lessons is your best bet. How much you put in will determine how quickly you progress. If you choose not to practice, your lessons won't progress very quickly. Your call.
- Singers - get used to carrying a water bottle (to lessons, while practicing, and in daily life). It's really important for your vocal cords to stay hydrated.
- Have your songs ready (either tracks or your instrument).
- **Wear clothing that allows your instructor to see the involved parts parts of your body clearly** (e.g. it's hard for a voice instructor to see your breathing apparatus - especially online - through a football jersey.)
- No texting or cell phone use during your lesson, except in emergency or extenuating circumstances.

## RATES

- \$35 per hour for private 30-minute lessons (student level)
- \$75 per hour for private 55-minute lessons (student level)
- \$100 per hour for private 55-minute lessons (professional level)

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w. [thestudioschoolofthearts.com](http://thestudioschoolofthearts.com)

## **PAYMENT SCHEDULE**

**WITHIN CANADA** - THE STUDIO will set up a monthly invoice for your lessons via Wave, one week prior to the first of the month. You can either bring cash or cheque payments to your lesson on or prior to the first of the month, or you can send payment by eTransfer to [thestudioschoolofthearts@gmail.com](mailto:thestudioschoolofthearts@gmail.com) or 604-719-3544. Monthly payments are **due by the first of each month for the coming month's lessons**.

**OUTSIDE CANADA** - THE STUDIO will set up a monthly invoice for your lessons, one week prior to the first of the month. On your end, you approve an automatic payment through Wave (our online invoicing software), paying our invoice. And you don't have to think about it again. Monthly payments will be charged on or around the first of each month for the coming month's lessons.

You will have access to your Wave receipts of payment at any time for tax purposes.

## **MISSED LESSONS**

THE STUDIO will allow you reschedule one lesson per term, provided the request is made by phone or email a minimum of 48 hours prior to your scheduled lesson time. No more than 3 make-up lessons will be scheduled per year, unless a doctor's note is provided. Make-up lessons must be scheduled within one month of the original lesson, or they will be forfeited.

## **TERMINATION OF LESSONS**

THE STUDIO requires one month's written notice of termination of lessons, on or prior to the first of the month. Less than one month's notice will result in cancellation fees equal to that of one month, plus however many weeks until the first of the following month.

## **SCHEDULING**

Students can schedule, cancel, and change their lessons online at <http://thestudioschoolofthearts.com/schedule/>. Students who maintain a regular lesson schedule will be given priority. If you cannot find an available lesson time that works

with your schedule, please email us at [thestudioschoolofthearts@gmail.com](mailto:thestudioschoolofthearts@gmail.com) to be put on our waiting list.

**Your instructor will initiate Skype calls and/or Google Hangouts.** Once you are registered, THE STUDIO will provide you with your instructor's User Names.

## CANCELLATION POLICY

Let's face it, nobody loves a cancellation policy. But just to make sure we're all on the same page going into this, let's touch on a point or two.

You know how excited you are to be taking music lessons? There are *billions* of other people standing in line, just waiting for the same opportunity.

(Okay, well, maybe not billions. Maybe just millions.)

So the low-down is this: You need to give me **48 hours notice by phone or email if you have to cancel your scheduled lesson**, so that we can fill the spot with one of the millions. Or possibly somebody busking on the street corner.

We realize that it might not occur to you that this is our business, and unfilled lesson times are a major bummer for us as instructors for a plethora of reasons. For instance, one hour is not quite enough time to bake muffins, but it is too long for a polish change. We probably could use this time to clean our kitchens, but...nah. Oh, and we also don't get medical/dental from a giant corporation...mostly because we don't work for a giant corporation. Plus, it turns out that our kids love to eat. Every day, even.

If, two days ahead of your lesson time, you're worried that you might be getting sick, or you're not sure if you're going to go through with the bank robbery you're planning, and may therefore be in jail by your scheduled lesson time, get in touch with us and give us the heads up. We can talk about your planned getaway, as well as what to do about your lesson.

If you haven't let us know, and you're not in jail, in the hospital, or aboard the Starship Enterprise, you'll be on the hook for your regular lesson fee. Seems pretty fair, right?

Oh, and if you decide this just isn't your jam, you're taking a break for summer holidays, or you'd rather spend your time and money becoming a tennis pro, we require a month's notice. Kind of like the 2 weeks notice when you're leaving a job, just a little longer. Because that's the respectful thing to do. And we all play nice in the sandbox.