

## **JESSICA COOPER'S VOICE STUDIO HANDBOOK**

Jessica offers lessons to vocalists of all levels, generally ages 10 and up. The studio is a safe environment where every student can grow their skills. During the pandemic, lessons will be held virtually.

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### **TUITION**

**30 minutes / \$50**

**45 minutes / \$75**

**60 minutes / \$95**

Tuition is due on or before your lesson of the semester, or at the first lesson of each month if paid monthly. Tuition fees do not include contest or competition costs. All payments are non-refundable. Non-payment, excessive tardiness, lack of practice, or one or more “no-shows” are unacceptable. I reserve the right to dismiss non-compliant students or families from the studio

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### **GENERAL POLICIES**

Please arrive and leave your lesson on time. Any missed time due to tardiness will be forfeited. Family is welcome to sit in the waiting area for the duration of lessons (seating is available for two). No unsupervised children other than studio members, please.

Students, please have water in covered containers. Have all your music in a binder or folder along with a blank notebook and a pencil. Bring all materials to each lesson. Recording devices (including cell phones) are encouraged.

If a student or parent decides to leave the studio, a two-week notice is required; any advance payment is non-refundable.

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### **MAKEUP LESSONS**

Rescheduling and cancellation is possible with advanced notice. Excluding extenuating circumstances, any changes made within 24 hours of the lesson will incur a \$15 fee. No-show lessons must be paid in full and are non-refundable. If I have to cancel, you will be notified in advance and a makeup lesson will be offered at a mutually convenient time. If a time cannot be found, a credit will be applied to the next month's invoice. Please keep an open line of communication regarding your scheduling needs.