

Lesson Policy

EXPECTATIONS

All students are expected to come into their lessons on time and prepared. Any songs, monologues, or worksheets that were assigned should be worked on outside of class time ready to be performed. They don't have to be memorized the first time we work on the song, but the expectation is that it will be in a place where it is memorized. If the teacher didn't assign any specific songs to work on for the lesson, its up to the student to choose whatever material they want to work on before the start of their lesson time. Failure to do so can permit the teacher to terminate the lesson and/or future lessons

REQUIRED MATERIALS

As a teacher, I will provide your actors prep sheet, a list of repertoire suggestions, a customized warm up routine, and sheet music if applicable (the prep sheet, rep suggestions and warm up routine come with your second lesson). Students are required to have a binder, sheet music, a pencil, and their own accompaniment track. If the student prefers having sheet music on an iPad or any other electronic device that is also acceptable.

COMMUNICATION

All student communications in regard to makeup lessons, scheduling changes, tuition payments, and termination of lessons will occur through email at your earliest convenience.

LESSON RATES & ENROLLMENT

Students may in enroll in 1 of 2 ways

- Weekly Payment (\$40 for 30 minutes, \$70 for 60)
- Discounted Monthly Payment (4 lessons each, \$120 for 30 minutes, \$260 for 60 minutes)

HOW TO PAY

Your first lesson is 100% free. All future lessons cost the above amounts. Lessons are paid through Payapl, and an invoice will be sent after your lesson time. For students paying weekly, it will be sent after each lesson, and for students paying monthly it will be sent at the end of the month.

Lesson Policy

SCHEDULING

Lessons are scheduled through Calendly. Lesson times are:

- 12-3pm Monday-Friday, 12-5pm on Saturdays.
- **NOTE:** If you are under 18, please confirm with a parent before signing up for a slot. You can also have them fill out the info form for you.

TARDINESS

All students are expected to show up to your scheduled lesson on time unless they give prior notice that they will be late or absent. If you are more than 15 minutes late to your lesson without prior notice, your lesson will be canceled. If a student has three no-call no-shows without any follow-up or explanation, all future lessons will be canceled.

MISSED LESSONS

All canceled lessons can be scheduled on a monthly makeup day designated by the teacher. Students are responsible for communicating their missed lesson and scheduling a makeup lesson. The lesson will be forfeited if a makeup lesson isn't scheduled within 30 days.

LESSON CHANGES

Lessons canceled or changed by Ben are entitled to priority scheduling for a makeup lesson. A lesson may be forfeited if the student is sick or unable to vocalize during a lesson.

PAUSED LESSONS

Students may pause lessons and return to a reserved lesson time/spot with no cost or penalty.

TERMINATION

Termination of lessons must be submitted in writing within two weeks before your termination date.