

# **Lesson Policy**

## **EXPECTATIONS**

All students are expected to come to 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 it, 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 (physical or electronic), a pencil, and their own accompaniment track.

## **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. If Ben emails you directly (except big group emails), please confirm you received it by replying 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 your preferred payment method, and an invoice will be sent after you book a lesson. For students paying weekly, it will be sent before each lesson, and for students paying monthly it will be sent at the end of the month. If paying for weekly or bi-weekly lessons, please pay at least 24 hours before your lesson time.

## **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 5 minutes late to your lesson without prior notice, it will be canceled.

## **NO CALL NO SHOWS**

All students must communicate absences or cancelations before their lesson time. If a student no-call no-shows their free lesson, it cannot be rescheduled. If a student no-call no-shows a paid lesson, it will not be refunded or rescheduled unless you communicate after your scheduled lesson time. 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 at your earliest convenience. 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. You will also receive a refund if requested. A lesson may be forfeited if the student is sick or unable to vocalize during a lesson.

## **TERMINATION**

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