

Kate Hart, Vocal Coach
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Voice Lessons Contract

_____, (student) hereafter referred to as “student”, is scheduled for a weekly lesson of 30 / 60-minutes duration with Kate Hart, hereafter referred to as “Instructor”, to be held from _____ to _____(time) on _____(day of week). The tuition for this lesson is \$_____per lesson to be paid weekly/ monthly.

This is your lesson time, and you are financially responsible for it. Tuition is non-refundable.

1. Responsibilities of the Student

- a. Students shall notify the instructor at least 24 hours in advance to cancel a lesson by calling (248) 460-3568 or the Student will be charged for the missed lesson.
 - i. Up to one (1) properly cancelled lesson a month may be rescheduled, at the instructor’s discretion. Students are financially responsible for any subsequent missed lessons regardless of notice; therefore it is encouraged that the Student select a lesson time that works on a weekly basis.
 - ii. Missed lessons without proper notification, as a general rule, will not be rescheduled.
- b. The Student will arrive on time to all scheduled lessons. Lessons will end at their scheduled time, regardless of the time of Student’s arrival.
- c. Students shall provide (by purchasing or borrowing) legal, original copies of all required music for their own use. The use of illegal photocopies is strongly discouraged.
- d. If the Student decides to discontinue lessons that are paid by the month, two (2) weeks’ notice must be provided, or the remainder of the tuition will be forfeit.
- e. Tuition for lessons paid by month must be received at the last lesson of the previous paid month (or no later than the 1st of the month), or the Student shall incur a \$10 late fee.

2. Responsibilities of instructor

- a. If the Instructor has to cancel a pre-paid lesson for any reason, and that lesson cannot be rescheduled to the satisfaction of both parties, the tuition will be applied toward a future lesson. Refunds are not available.
- b. The Instructor shall begin lessons at their scheduled time, or the Instructor shall extend the lesson to meet the required lesson time.
- c. The Instructor will, during the scheduled lesson time, make rehearsal tapes of melody lines and/ or accompaniments (when possible).

3. What to expect from your lesson

- a. 30minute lessons
 - i. 5 minutes; discuss progress & identify problems arising from previous week of practice.
 - ii. 10 minutes: warm-ups and exercises

- iii. 10 minutes: repertoire (may be replace with further exercises when necessary)
- iv. 5 minutes: identify goals and objectives for upcoming week.
- b. 60 minute lessons
 - i. 5 minutes: discuss progress & identify problems arising from previous week of practice.
 - ii. 20 minutes: warm-ups and exercises
 - iii. 30 minutes: repertoire (may replace with further exercises when necessary).
 - iv. 5 minutes: identify goals and objectives for upcoming week.

4. What to bring to your lesson

- a. Water
- b. pencil and paper
- c. Music on CD or IPod to rehearse.

5. What to do between lessons

- a. Practices; divide your time equally between warm-ups and working on your repertoire.
 - i. 30 minutes 3 times per week (beginning students)
 - ii. 45 minutes, 3 times per week (intermediate students)
 - iii. 60 minutes, 3 times per week (advanced students)

(These are minimum practice guidelines; the Student should speak with the Instructor about adding additional days or time to this routine.)
- b. Acquire copies of any necessary music for upcoming lesson.

I have read, and I agree to the above conditions.

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|-------|-----------------------|------|
| | (student) | |
| Print | | Sign |
| | (parent/ guardian) | |
| Print | | Sign |
| | (Instructor) | |
| Print | | Sign |

Keep a copy of this contract for your files.