



Studio Policies and Student-Teacher Agreement

Welcome to the Behunin Vocal Studio! I'm excited to be working with you. Your vocal journey is extremely important to me and I will be doing everything I can to support you through the vocal development process. I have a few policies designed to help my studio run smoothly and establish our mutual expectations. If you have any questions or concerns don't hesitate to talk to me.

SCHEDULING AND BILLING: Individual sessions are \$50 per visit. This is usually recommended for short term coaching rather than for an ongoing vocal student. **With a 12 lessons commitment, each lesson is \$30 or \$360 per semester.** These 12 lessons must be schedule within a 14 week period in order to qualify for the long-term student discount.

I accept the following payment methods: cash, check, card, Venmo, PayPal, or Square. You will normally be billed at the beginning of each semester. If you would like to work out another payment schedule due to paycheck timetable etc., please email or talk to me so we can work something out.

I adhere to a strict 24 hour cancellation policy, for both my benefit and my students. This policy allows flexibility while also ensuring consistency. **You will be able to cancel and reschedule your lessons through my website or by email at any time prior to 24 hours before a lesson is scheduled.** This enables other students to schedule lessons during your time if you cannot come. You can check my availability online in order to schedule make-up lessons. **Missed lessons where notice is not given 24 hours prior to a scheduled lesson will be billed the same as a lesson that you attended.**

SINGING THROUGH SICKNESS: I will dedicate an entire lesson to vocal health and singing while sick, but if you are sick and unsure whether you can practice or attend your lesson, email me and I will help you determine what would be best for you. **It is usually completely fine to sing through sickness, even with sore/irritated throats and congestion.** If it hurts so sing, stop. But if it just feels or sounds "weird," that's okay. Pay attention to your sensations and put together a few questions for me. Singing through sickness is just another skill to master.

BOOKS AND MATERIALS: Every 3-6 months you will be asked to purchase a new book, depending on your individual vocal needs and progress. I will provide some additional materials as needed. **Occasionally I will lend you one of my books. You may make copies of the sheet music and any digital content for educational purposes; please do not keep the copies after we have finished studying it together as this violates copyright law.** If you would like a permanent copy, you will need to purchase the materials. You may also bring books and musical selections that you already own or would like to learn from and I will be happy to discuss them with you.

WEEKLY PRACTICE AND RECORDING LESSONS: Practicing is integral to the vocal growth process. You will make very little progress without it. How long you practice will depend on your individual needs, but I will generally recommend somewhere between 15 and 30 minutes. **I expect most students to practice 6 days a week.** One day of vocal rest can be extremely beneficial when you are practicing regularly. I would recommend that this rest day be somewhere in the middle of your week. We will often make an exciting vocal break-through in your lesson. It's a good idea to solidify this new skill over the next few days so that you don't forget it.

When you are practicing, I hope that you will proactively think about what you are doing. You need to be mindful of the process you are going through and develop a new awareness of your vocal mechanics. Write down any questions that you might have or any observations that you make during your practice sessions and include these in a "Practice Report." You will get more out of lessons if I know what your questions, struggles and break-throughs were during the week. **I strongly encourage you to send a weekly practice report BEFORE your lesson each week.** This will allow us to maximize our time together. You may either email me directly or submit your report at www.elisesvoicelessons.com/practice-report.

I also recommend recording your lessons with me, especially the vocal warm-up at the beginning. I will provide you with written copies of your warm-ups to serve as reminders as well, but singing through a recorded version is a good way to start your practice each day.

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We agree to the Behunin Studio Policies as outlined above. We will all do our part to make our lessons run smoothly and encourage healthy vocal growth:

STUDENT

TEACHER

PARENT

DATE

Updated: January 2019