

# The Vocal Studio of Abigail Simiele

## Policies and Procedures

**What to Bring-** Students please bring a three-ring binder containing your music to be worked on in lessons, and any music books you are working from, to all of your lessons.

### **Payment Policy-**

Lessons are to be paid a month in advance on either the first of the month, or the first lesson of the month (at the very latest). A payment can be made by cash, check, Venmo (@Abigail-Studio, includes 1.9% transaction fee, viewable on your invoice), or online using a card (this includes a 3% transaction fee). Moving forward, you will receive a monthly invoice at the end of the month, for the following month, and you are paying and reserving your time slot for that upcoming month. I really appreciate everyone who has been diligent in paying on time! In the future, I will no longer be able to teach a lesson that has not been paid for.

**Scheduling-**In fairness to everyone's time and schedule, I ask that the student/parental figures be attentive and respect the following policies. Thank you in advance for your understanding.

Conflicts should be kept to a minimum as we have specifically reserved this time for your student.

### **Cancellations and Rescheduling:**

As with any other type of lessons (dance/gymnastics) once you are accepted as a student and have been given a time slot, you are agreeing to pay for your time slot even if you are not able to attend a lesson. This includes performances, rehearsals for shows, vacations, etc.

If you are unable to make it to your scheduled lesson, a 24-hour notice is required. Notice may be given by sending an email or you may call or text: (315)-412-3969. A make-up lesson can be scheduled. **\*\*Please understand that Abigail cannot always guarantee a rescheduled time for that week. All make-up lessons need to be made up within the month they were in. After that, they will expire\*\***

If less than 24-hour notice is given, the student will be charged for that lesson, regardless of whether or not a make-up lesson was scheduled.

The only time you will be credited for a lesson is if Abigail cancels or in the case of inclement weather.

If a student is ill, I wish to be notified as soon as possible so that a make-up lesson can be scheduled.

### **Sickness-**

If the student stays home from school/work due to sickness, please refrain from bringing your student to lesson. However, as long as you are not contagious, there is still a lot to study even

when you are not 100% vocally. You will learn how to safely sing through remaining symptoms, as well as breathing, posture, harmony, memorization techniques, theory, etc. There is still so much to learn even when you're not at peak performance vocally. If you are unsure about bringing your student due to illness, please feel free to message me so that we can discuss a course of action.

**No Show-**

If a lesson is missed two weeks in a row without contacting Abigail, you will have forfeited your time slot and will no longer be considered a student:

Abigail's Cancellations: If Abigail must cancel a lesson, you will be notified, when possible, 24 hours prior to the start of the lesson. If it cannot be rescheduled that week, you will receive a full refund for that lesson, or a credit lesson-your choice.

Thank you for respecting these policies.

Please do not hesitate to contact me with any questions or concerns regarding any of the policies above. I look forward to learning with you!

Please sign below accepting that you understand and agree to these policies.

X\_\_\_\_\_ Date: \_\_\_\_\_