

Vocal Studio Policies

Nina Bonanno

These policies exist to set an expectation for interactions about lessons, cancellations, and billing, but I also respect that not all situations are identical. Please feel free to reach out at any time about any concerns you have! You can reach me at (717) 925-5642 or N.Bonanno.24@gmail.com

What to Bring:

- Students should always bring any music that is currently being worked on in lessons. This music should be kept neatly in a binder or folder.
- They should bring a water bottle to promote good vocal health.
- Students are asked to bring a writing utensil (pencil, pen, etc.) and notebook to every lesson to write down any notes or practice expectations between lessons.

Cancellation Policy:

- If a student needs to skip one of their scheduled lessons due to a planned event, vacation, holiday, rehearsal, etc. please make all efforts to let me know before that month's invoice has been sent. That lesson's price will be removed from your invoice and you will be given a credit to schedule a new lesson on a different day or time.
- A 24-hour notice is required to cancel or reschedule a lesson. Notice may be given by sending an email to: N.Bonanno.24@gmail.com or by texting or calling: (717) 925-5642.
 - Lessons canceled with less than a 24-hour notice will be charged the full lesson price.
- Missed lessons due to illness or extreme emergencies can be excused, even without a 24-hour notice, and can either be taken online, made up at another time, or used towards your skips for the year, if any remain. Please don't feel you need to bring your child to their lesson if they're sick!

- If I must cancel a lesson you will be notified prior to invoices being sent out. In the occurrence of an emergency or illness I will do my best to provide a 24-hour notice and endeavor to reschedule as soon as possible. If it cannot be rescheduled, you will receive a full refund for that lesson, or a credit lesson of your choice.
- If you decide you no longer wish to receive lessons from me, I require at least two weeks notice before our lessons end.
- If a lesson is missed two weeks in a row without contacting me, you will have forfeited your time slot and will no longer be considered a student.

Payment:

- Invoices will go out on the first of the month for the total number of lessons scheduled that month. Payment is expected by the fifth of the month. You will automatically be sent a late payment reminder by the eighth of the month if the invoice has not been paid, ahead of the late fee being applied.
- A late fee of \$10 will automatically be applied if payment is not received by the tenth of the month.
- Payments can be made by check, cash, or Venmo (@Nina-Bonanno-24).
 - If using Venmo please title the payment: Student Name, Month, Year

Please sign and date and return to me at or before your first lesson:

Student Printed Name: _____

Student Signature: _____ Date: _____

(If the student is under 18 years of age)

Parent Signature: _____ Date: _____