

Patricia Bahia Lesson Policy

Dear Student,

A quality relationship between a teacher and a student is critical for the student to progress. My lesson policies exist as a structure that keeps our relationship in integrity so that I can support you in your growth as a vocalist, musician, and/or songwriter. Please read the following carefully and let me know if you have any questions. – *Patricia Bahia*

Tuition

Children under the age of 16 must reserve a regular weekly appointment. Adults age 16+ may have weekly, bi-monthly or monthly lessons. All students are required to pay monthly tuition. Tuition is due on the first of the month. Online payments are preferred. Go to <https://patriciabahia.musicteachershelper.com/> and login to make an online payment with Credit Card or Pay Pal account. Checks should be made out to Patricia Bahia. Lessons are \$80 for 55 minutes or \$40 for 25 minutes for lessons at my studio. A travel fee will be added for lessons at your home or office.

Cancellation/Reschedule/No Show Policy

Reschedule with 1 week notice	Credit given for a make-up lesson
Reschedule 24 hours notice	Credit given for ½ make-up lesson
Cancellation with less than 24 hours	Full payment for the lesson is forfeited
No-Call, No Show	Full payment for the lesson is forfeited
Emergency Cancellation at any time	Credit given for a make-up lesson

If you cannot attend a lesson, it is the student/parent's responsibility to contact me at least **1 week** prior by email or phone. If you cancel with 1-weeks notice, you will receive a credit for a make-up lesson. Less than 24 hours notice, and no-call, no-shows will result in forfeiting your tuition for that day. Failure to attend 2 lessons consecutively without notification is considered a withdrawal and you will lose your time slot. Exceptions will be made in case of an emergency. Repeated cancellations or no-shows may result in termination of your lessons.

If I am unable to attend a lesson, makeup lessons may be provided. If the student is not available for the makeup time offered, tuition payment will be transferred to the next month.

Practice

It is the student's responsibility to come prepared for each lesson (sheet music, CD of active repertoire, recording device (ipod, tape recorder), notebook with music paper and note paper, pencil, water bottle, etc).

It is the student's responsibility to complete each homework assignment. Students are required to practice at home between lessons. Daily practice is vital to musical progress. The recommended amount of practice time will be discussed with the student depending on their age and skill level.

Lessons should be recorded for use as a practice tool. It is highly encouraged that the student record the lesson using a computer, digital device or tape recorder.

Parents may stay to observe voice lessons or leave if they prefer. Siblings are welcome as long as they aren't disruptive to the voice lesson. Any questions on the student's progress are welcomed and encouraged.

I have a library of vocal sheet music and sing-a-long tracks that are available to my students. I do not carry everything in my library with me so please let me know ahead of time if you need a song and I will bring it to the following lesson. If I do not already own the song, it is the student's responsibility to purchase the music.

Holidays

No lesson's will be given on the following holiday's: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter Day, July 4th, and Thanksgiving Day and the day after Thanksgiving.

Completion of Lessons

If you wish to complete your voice lessons, please give 2 weeks notice as a courtesy. I would like the 2 weeks notice for both of our benefit. It benefits me because I can use that time to plan ahead for the change in schedule. It benefits you because I can use your last 2 lessons to make sure that you get everything you need including a warm up CD for you to practice with on your own. Termination of lessons in the middle of a month will result in forfeiture of the remaining tuition paid.

Press/Promotion

I may from time to time use pictures, videos and statements from students and parents to promote my lessons. If you object to this or have any questions, please contact me.

Gift Certificates are available upon request. Discounts are available with advance purchase of 10 lessons.