

Dan Faber Vocal Studio Policies

Lesson Scheduling: Lessons can be booked online on the studio website. Additionally, lessons may be scheduled at any time via e-mail or direct message, or in person at one's lesson. One may schedule multiple lessons in advance. One may request to schedule lessons at times in addition to those listed online, which may be accepted at the instructor's discretion.

Cancellations: There is a 24 Hour Cancellation Policy. The full fee will be charged if a student needs to cancel within 24 hours of his/her lesson. A student is eligible for a 50% Reschedule fee (in lieu of a full-fee cancellation) if one can reschedule to and complete an available lesson before the calendar week is over, OR one can reschedule to and complete TWO (2) available lessons the week immediately following the originally scheduled lesson. These lessons may be back-to-back (same day) or on different days/times. The newly scheduled lesson(s) will still cost the full fee, and the 24 Hour Policy will reset for each new date/time. Cancellation of either next-week-make-up lesson will change the original reschedule into a full cancellation. The remainder of the full fee will be due upon cancellation of the make-up lesson. Make-up lessons may only be re-scheduled within same week to avoid additional fees. All cancellation fees are charged at the rate of the student's current pre-paid package, if applicable. Cancellation fees are in addition to (and may not be paid by) pre-paid lessons or referral bonuses. Cancellation fees are due at the time of the originally scheduled lesson.

Lateness: Lateness is not ideal. The full fee will be charged regardless of the duration of the lesson. However, accommodation for unexpected lateness could occur when possible, potentially extending past the originally intended end time (at the instructor's discretion). If the lesson is to take place in the **home studio**, extensions will come at no additional cost. If the lesson is to take place in a **rental studio**, the student will be responsible for the additional rental fees.

Earliness: If you arrive early to the **home studio**, buzz in, but please remain quiet/respectful to any ongoing lessons. You are welcome to use the restroom, fill your water bottle, prepare your materials, etc. When possible, lessons may start early, lasting the originally intended duration. If you arrive early to a **rental studio** please send a message to your instructor, and wait outside of the studio until the instructor welcomes you.

Referrals: A referral is the best compliment! If a new student completes an initial lesson, the referring student will earn a bonus half-price lesson. This does not apply towards packages. Students are eligible for referral bonuses upon completion of an initial lesson.

Payment: Lessons are to be paid in full at the time of the lesson, in person via cash, or by the day's end via Venmo or PayPal. Payment is also accepted in advance. Students are subject to a 10% charge per day for delinquent payments, unless otherwise discussed.

Music: Students are encouraged to provide two copies of any materials being worked on – one **physical copy** for the student, and one **digital copy** for the instructor. The digital copy should be a .pdf, but if a .pdf is unable to be made, .jpps may be sent which can then be

converted into .pdf. Regarding new music: if the instructor has or can attain a copy, the student will be provided with a digital copy. Otherwise, the student will be required to acquire/purchase a copy, via Musicnotes, Amazon, colleagues, etc. The instructor may make this purchase on behalf of the student, at cost to the student. Students are also encouraged to bring in any audition / callback materials in addition to their prescribed repertoire, again providing an additional digital copy is ideal.

Printing: Students are encouraged to print all materials outside of the studio. Should a student need to have materials printed in-studio, there will be a fee of \$0.25/sheet in addition to the standard lesson fee.

Accompanists: Students are welcome to hire an accompanist for all or part of a lesson, at their own expense. Please provide reasonable advanced notice to your instructor.

Virtual Lessons: Lessons may take place over a video chat service if either the student or instructor is out of town. Standard lesson practices and policies will apply for these sessions.

Preparedness Expectations: Students should bring writing materials for notating sheet music, a notebook (physical or digital) for additional note taking, a recording device to record and listen back to all or specific portions of the lesson, and any repertoire to be worked on for the lesson. Additionally, for lessons at **rental studios**, students should bring a water bottle. Water will be provided for lessons at the **home studio**. Students are expected to practice throughout the week between lessons, applying the techniques worked on during lessons to vocal exercises and repertoire, especially when working towards memorization.

What YOU Can Expect: Lessons are tailored to the student. There will be continual discussion and analysis; ensuring students receive individualized, purposeful instruction, working towards his/her unique musical goals. Lessons will focus on vocal technique, working through specific and varied exercises, then applied to appropriate repertoire. Each student will have a growing repertoire list in a variety of styles as deemed appropriate for his/her objectives and abilities. It is the goal of the studio to provide a positive, constructive learning environment. Students should feel comfortable to speak freely and act openly. Comments or concerns of any kind are always welcome to be heard, as the studio continues to grow for the better.

Thank you for singing with Dan Faber Vocal Studio.

Let's get to work!

Name: _____

Signature: _____

Date: _____