

General Information for Students

WELCOME

Welcome to my singing studio and thank you for choosing me as your teacher. In teaching for a number of years now, I have noticed that some students have natural abilities to work with, and other students have more technical issues to address. This means that some students progress very quickly, whilst others take many months of careful study and practice before much change becomes evident.

PRACTICE

The singing exercises I give students to practice are of vital importance to the improvement their technique. The successful technique is then transferred to songs. It takes time and patience for this process to be successful. Regular (daily) practice is the best way to achieve a solid technique.

I expect students to listen to the CD / mp3 recording of their lesson. I know that hearing your voice back can be unnerving at first, but it is a very effective tool for improving your voice, and can speed the process of learning. Regular practice ensures the student receives the full benefit from the lesson.

VISITORS

For my teenage students, parents are welcome to observe singing lessons at any time with the student's permission. **I have an open door policy in my studio.** Please be aware, however, with some students this will be an unnatural situation and the student may not be as relaxed or as responsive as usual. Usually observing a lesson at the start and at the end of the term is appropriate, unless your child requests more attendance from you.

MUSIC AND BACKING TRACKS

I encourage all my students to begin to research and choose songs which interest them. Purchase of sheet music and backing tracks can often be done online (www.sheetmusicdirect.com, www.itunes.com, etc). Allans Music (in the Queen St Mall) and Ellaways (Kedron) are both good sources of music and will order in music books. www.amazon.com also have an extensive selection of music books with CD accompaniments. iTunes is another great resource for purchasing music for student practice. Some choices by the student may need to be adjusted in key / pitch or even the song selection, depending on student ability.

LESSON DURATION

Lessons run for 30 minutes or 60 minutes, and lessons are recorded. If you have a USB stick I can transfer the lesson onto this as an mp3 file. Requiring lessons to be burnt to CD will require extra time to be taken out of your lesson. If we are working on something important, the lesson may run a few minutes overtime. Please let me know if you need to leave at exactly the end of the lesson. The most effective lessons are usually the one hour weekly, should this fit into your budget / my timetable. For teenagers, I find half an hour weekly is sufficient.

PAYMENTS

Payments can be made by cash or cheque payable to Dale Cox, or by arrangement to my account. All lessons will be invoiced at the beginning of each term. You can choose to pay per term or per lesson. If you pay per lesson, at the start of the term you will need to pay for two lessons in the first lesson attended. If you miss a lesson, this means that the missed lesson is paid for in advance. If you do not miss a lesson, the last lesson of the term has been paid for in advance.

FEES 2012

Full Time Student Half Hour \$35

Adults 30 minutes \$40

Hour \$75 (this will rise to \$80 on 1st July 2012)

TERMS AND CONDITIONS

MISSED LESSON POLICY

Once my time has been booked I expect the student to attend every lesson for the term in which they have taken a timeslot. In wintertime this can be especially difficult when many students are sick. At this time I may work on music theory, or repertoire choices with students. Any make up lessons are subject to my availability.

Please note that the policy on missed lessons applies to any reason for missing a lesson, including illness.

My policy on missed lessons is:

FOR STUDENTS WHO PAY PER LESSON:

1. If you choose to pay per lesson, in the first lesson of each term, **two lesson fees** must be in the first lesson. If the student does not miss any lessons, this extra tuition fee will be used to pay for the final lesson of the final week of term.

2. The **first missed lesson** in a term will be paid for by the advance payment received in week one of the term. If the lesson can be made up before the next booked lesson appointment, the advance payment will be continue to be available for the payment of the final lesson in the last week of term.

3. In a term period, for **second and subsequent missed lesson appointments**, the following applies:

- If **24 hours notice is given**, and the student **can** make up the lesson during the period before the next booked lesson appointment, the student shall pay for the make up lesson at that time in full.
- If **24 hours notice is given**, and the student **cannot** make up the lesson booked before the next booked lesson appointment, **a fee of \$15 for a half hour lesson and \$30 for a one hour lesson** shall be payable at the next appointment.
- If **less than 24 hours notice is given**, and the lesson **can** be made up before the next booked lesson appointment, the student shall pay for the make up lesson at that

time in full.

- If **less than 24 hours notice is given**, and the lesson **cannot** be made up before the next booked lesson appointment, the student shall pay for the missed appointment in full at the next appointment.

4. Any student who is paying per lesson and cancels their ongoing attendance during the term shall forfeit the extra lesson fee held by Dale Cox Singing, as a cancellation fee.

FOR STUDENTS WHO PAY PER TERM

1. All term payments are due by the end of the second week of each new term.
2. If a student misses a lesson, for any reason, with less than 24 hours notice, the full lesson fee shall be forfeit, unless a make up lesson can be organized within a two week time frame of the original missed appointment (subject to my availability).
3. If a student misses a lesson with more than 24 hours notice, a make up lesson shall be offered either during the term or on one specified day in the term break, subject to my availability. This specified day is usually either the first Saturday or Monday at the end of each term, subject to my availability and may be negotiable.
4. If multiple lessons are missed, a maximum of three make up lessons (two at the end of the term, one during the term period will be offered.

Please print out two copies of this section, and return one signed copy to me in the first lesson of the term.

Student Name _____

Fees for 2012 (until July 1st 2012) are \$40 per half hour (\$35 for full time students), \$75 per hour.

I agree to pay these fees

Per term Per lesson (please circle one)

2. I agree to the missed lesson policy as stated below:

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7. Reference to students in these "Terms and Conditions of Enrolment" includes the parents or guardians of underage children where the context allows.

I have read the above Terms and Conditions of Enrolment and agree to the outlined conditions as written.

STUDENT NAME:

Signature Student / Guardian Date