



Dr. Brenda J. Lang's Voice Studio 2016-2017

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(513) 509-7959

## Studio Policy & Contract 2017-2018

I have been teaching voice for the past 30 years at both the collegiate level and the private studio. I enjoy working with each individual student, collaborating to accomplish his or her goals. I am very relational in my teaching. I believe the study of voice includes creating smart singers who learn their technique in the studio and then duplicate it over and over throughout the week as they practice and perform. My methods are simple, yet effective. Below is my studio contract for you to read and sign. I would like these returned with signature by the second lesson. If you have any questions, please feel free to email or call me.

### Program

The annual tuition is divided into twelve equal payments and it due by the first lesson of each month. This amount is due each month regardless of absences or breaks in the studio calendar.

The lesson fees include:

- One 30 or 60 minutes lesson per week for a total of 46 weeks of lessons
- PLUS: 70 to 80 hours of additional technique and performance classes
- Spring recital

Annual tuition is based on 42 private lessons (with a total of 46 being offered). This allows for lessons you may need to cancel due to schedule conflicts, vacations, spring break, sporting conflicts, illnesses, or inclement weather.

### Studio Tuition

- Cincinnati Music Academy Registration Fee (yearly fee): \$30.00. Please bring a separate check made out to Cincinnati Music Academy and fill in your registration form. I will submit this to the academy on your behalf.
- On your September 2017 tuition statement, the Lang Voice Studio annual studio administrative fee of \$25.00 will be charged. This studio fee is used to help defray the costs for lesson materials and other miscellaneous expenses.
- Program fees are based on the annual calendar and divided into twelve equal payments. Students will receive an email invoice by the 15th of the month prior to payment.

- Full program fees with a 30-minute weekly lesson: \$144 per month

- Full program fees with a 60-minute weekly lesson: \$288 per month
- Payment options:
  - Checks payable to *Brenda Lang*. Payment is due at the first lesson of each month or by mail (Returned check fee: \$35):  
Dr. Brenda Lang  
Cincinnati Music Academy  
7420 Montgomery Road  
Cincinnati, OH 45236
  - Cash in an envelop with my name on it
  - I also accept paypal or automatic payment. If you would like to use these options, please let me know.
- Your monthly payment is due by the first lesson of each month. Payments not received by the 10th will incur a late fee of \$25.
- Voice lessons run year-long. Students who continue their lessons in the summer months maintain their technique and vocal flexibility along with personal discipline. All students are expected to continue their lessons over the summer.

#### Additional Expenses:

- The cost of sheet music is not included in the lesson fee. I will recommend books or online sites (such as MusicNotes.com, newmusictheatre.com, sheetmusicplus.com) for each student to purchase their music. I will not be loaning out music from my personal library. I am happy to purchase the music for you and add the cost to your next invoice. Usually the cost per song is no more than \$7.
- Recital Fee: Participation is open to all who are enrolled in my studio and who exhibit good practice habits. Recital fee is \$25 which covers the cost of the accompanist and other expenses.

#### Attendance Policy

You will receive a schedule at the beginning of each semester (fall, spring, summer) outlining the weeks lessons will be offered.

Four extra lessons have been built into the annual calendar. These may be used for school conflicts, vacations, illness, sports conflicts, or family emergencies. Please notify me of all schedule conflicts by the first of each month. Students who miss more than these four lessons may makeup lessons by attending any of the the performance and technique classes offered at the Academy. Excessive absences due to prolonged illness or family emergencies with be handled on individual basis. As a courtesy to my schedule, I request a 24-hour cancellation notice.

For illness or family emergency, please email or text me within 24 hours of your scheduled lesson time.

In the case of inclement weather, I will notify you by email AND text if my studio is closed. Most of the time, I will be offering lessons. If I decide to close my studio for the safety of my students, the lesson can be counted as either one of the four extra lessons or by attending a technique or performance class.

PLEASE NOTE: I may be able to accommodate a makeup lesson IF the lesson is cancelled 48 hours in advance, but there is no guarantee I will be able to do this. The technique and performance classes are excellent ways to makeup a missed lesson.

**Practice Expectations**

Practice is a significant part of your development as a singer. To become a smart singer, you need to practice in order to duplicate the healthy techniques you are learning in your lessons. Below is a suggested guideline for students based upon their age:

**10 - 14 year old**

10 minutes of exercises and 10 - 15 minutes of repertoire, 3 days a week

**15 - 18 year old**

10 minutes of exercises and 20 minutes of repertoire, 4-5 days a week

**College Prep and College Students**

15 minutes of exercise from your warm-up app and 40-45 minutes of repertoire, 5 days a week

**Adults**

10 minutes of exercise from your warm-up app and repertoire learning which is fun and fulfilling, meeting your personal goals each week.

**\*\*The better you learn your notes and rhythms before the lesson, the more we can work on technique and performance development. I encourage you to work on your musicianship and be the best you can be.**

**Termination of lessons**

A student may choose to end their lessons with me, Dr. Brenda Lang, by notifying me in writing on or before the 15th of the month before termination. Notification of intent to discontinue study after the 15th of the month does not excuse payment for the following month and tuition money will not be refunded. In that case, the student may certainly continue to study until paid tuition is exhausted. Additionally, students may be dismissed for any of the following reasons: repeated failure to attend lessons, repeated failure to prepare for lessons, behavioral issues, and nonpayment of tuition.

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I have read the policies of the Lang Voice Studio and understand and agree to them.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE (parents please sign if child is under 18)

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