

Gina Cerimele-Mechley Private Acting Studio Policy

Updated September 2013 Quick Reference

Instructor:
Gina Cerimele-Mechley
6741 Daleview Rd.
Cincinnati, OH 45247
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Cell (513) 200-5866
And on Facebook

Attendance:

1. Your lesson time is a standing appointment. I will do the best I can to reschedule students when necessary, but seeing as my studio is overbooked, I cannot guarantee anything.

NOTE: If you happen to have a day off of school due to a teacher in-service, etc, let me know! These are great opportunities for make up lessons.

2. If you cannot make your scheduled lesson time due to an emergency, please notify me at least **24 hours in advance** by texting, calling, or emailing. If I do not receive a 24 hour notice of cancelation, your lesson will not be rescheduled.
3. Acceptable excuses for sudden cancellations (**meaning the 24 hour notice**) include serious illness, genuine emergency, possibly car breakdown, or being abducted by a UFO.
4. Unacceptable excuses include scheduling difficulties, not thinking ahead, **conflicting appointments or rehearsals**, traffic delays, or parents taking away lesson times as a punishment, etc.

EXCEPTION: If I need to cancel a lesson, usually for family emergencies, your lesson **will** be rescheduled at **your** convenience.

Tuition:

1. Lessons are one hour time slots, but each lesson overlaps by 15 minute in order to more effectively drill the reacting part of “acting is reacting.”
2. All total cost of all tuitions is divided into 9 monthly payments due on the 5th of each month September-May. Therefore monthly payments **DO NOT** reflect the number of lessons **PER MONTH**.
3. SCHOOL YEAR Full-Time (32 lessons September through May) is \$225 for Sept and \$200 each month Oct-May.

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4. SUMMER Full-Time (9 lessons June through August) is 3 monthly payments of \$170 due on the fifth of each month. . It is HIGHLY recommended to work full-time over the summer between Junior and Senior year of high school if the student is preparing for college auditions.
5. SCHOOL YEAR Part-Time (16 lessons September through May) is \$140 for Sept and \$115 each month Oct-May.
6. SUMMER Part-Time (5 lessons June through August) is 3 monthly payments of \$95 due on the fifth of each month. It is HIGHLY recommended to work full-time over the summer between Junior and Senior year of high school if the student is preparing for college auditions.
7. ONE-TIME LESSONS: These lessons will perhaps only provide a quick fix to an urgent problem such as a small audition coming up or preparing for a simple performance. Essentially, a one-time lesson may get the student through the task at hand but will certainly not provide any kind of long term growth or ability to stand on their own feet when faced with a theatrical challenge. Tuition for a one-time lesson is \$60 for one hour.
8. These numbers also take into account natural conflicts throughout the school year, such as tech weeks (not ALL rehearsal weeks) for school shows, college visits, breaks, and vacations. Please look ahead and keep an organized calendar.
9. There is a \$15 late fee if your tuition payment is not received by the 5th of the month.
10. Tuition may be paid at one of your lessons or sent by mail. Please make checks payable to: Gina Cerimele-Mechley.

Mailing addresses: Gina Cerimele-Mechley, Cincinnati Music Academy, 7420 Montgomery Road, Cincinnati, Ohio 45236.

OR Gina Cerimele-Mechley, 6741 Daleview Rd, Cincinnati, OH 45247.
11. Bounced checks will be assessed \$25 plus cost from the bank.

Discontinuance of lessons:

1. GCM Private Acting Studio reserves the right to discontinue lessons if cancellations of any type occur frequently, or if the student is consistently unprepared for lessons. Behavior and attitude problems are included.