



Lauren le Roux's Voice Studio
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2023 Policies & Procedures

Thank you for choosing Lauren le Roux's Voice Studio! In order to ensure you receive the most effective and creative teaching environment possible, I have established the following policies and procedures.

In-Person and Zoom Lessons: I am currently offering both in-person and virtual voice lessons. Here are my policies regarding in-person lessons:

- Only one student will be allowed in the studio at a time. No parents or siblings will be allowed in the studio.
- A diffuser with air purifying essential oils is often running. I share my studio space with another teacher and therefore can not control which oils are used throughout the week. Please let me know of any potential allergies and I will certainly make these requests known.
- If students are exposed to or experiencing any symptoms of Coronavirus/COVID 19 or its variants please remain at home and participate in virtual lessons.
- If the student or anyone in their family has been ill with ANYTHING (cold, stomach, etc) within 48 hours of the lesson, please let me know and we will have an online lesson.
- Not well enough to go to school or work? Then, please do not come to your in-person lesson.
- In the event the studio has been exposed to COVID 19 or one of its variants, the studio will immediately revert to online lessons for at least two weeks.
- Finally, if we see an increase in cases or a change in CDC recommendations, we will revert to virtual lessons until it is once again safe to resume in-person lessons.

Student Responsibilities and Commitment

Books and Materials

- Students are responsible for the purchase of their own music. Whenever possible, let me know in advance what song you're working on and in what key so that I can have my own copy ready for you at your lesson.
- It is the student's responsibility to bring materials to lessons each week and communicate with me as stated above. If a student does not do these things, an ideal lesson experience cannot be guaranteed; however, every effort will be made to provide an effective experience.
- The instructor reserves the right to refuse to give a lesson if a student does not bring his or her materials to the lesson. No refunds will be given.
- If a student loses a book or other materials, the student (or parent/guardian) will be responsible for replacing the item(s) at their own expense.

Practicing

- Students are expected to include frequent times of practice throughout the week as part of their development. If you have a question about what, how much or how often to practice, please ask.

Performances

- There are no mandatory requirements for performing due to the fact that each student has his or her own unique characteristics, preferences, goals, and skills. However, participation in local festivals, contests, productions, and other events are strongly encouraged in order to build confidence and share music with others.

Tuition

- Flat-rate monthly fee (total yearly fee divided into 12 equal monthly payments)
- 46 lessons offered per year
- If you miss a lesson you forfeit the benefit of that lesson, private lesson makeups or reschedules will not be offered
- Monthly fee includes not only the weekly lesson but also time outside of the lesson planning songs, finding materials, communication with student outside of the lesson, professional development
- Parents / Adult Students will receive an invoice seven days prior to when payment is due
- Payment is due by the FIRST day of each month or a late fee of \$25 will be added to the account
- No credit or refunds are given for missed lessons. Tuition remains consistent regardless of the number of lessons attended each month.

- Tuition is an all-inclusive membership fee that includes:
 - A specific lesson time scheduled weekly
 - 12 monthly makeup classes

Weekly Private Lesson Length Flat Rate Monthly Tuition
30 Minutes \$140 (effective September 2023)
45 Minutes \$210 (effective September 2023)
60 Minutes \$280 (effective September 2023)

Preferred methods of payment in order of preference (QR codes can be found in your monthly invoice email for your convenience):

1. Zelle: a QR code can be found below or in each invoice email.

2. Venmo Cash App: (use: @Lauren-LeRoux). Please “friend” request me and put the student’s name in the “What’s this for?” space. Do not include the word “Lesson” in your memo or I will be charged a fee of \$3-6. If this fee is charged, I will be required to raise my monthly tuition rate.

3. Check: payable to *Lauren le Roux*. (Returned check fee: \$35).

These can be handed to me in person or mailed to:

Lauren le Roux
Cincinnati Music Academy
7420 Montgomery Road
Cincinnati, Ohio 45236

These are very simple, quick, and convenient methods of payments.

Prorated Lessons: Effective September 2023

Due to higher administration requirements for prorated lessons, the fee for each prorated lesson will be marginally higher: **\$37/lesson**. This higher fee will be charged for any student choosing to forego the monthly tuition payment in favor of a pay-per-lesson arrangement as well as any students who, *knowing in advance* that they will miss lessons, would like to have a prorated rate for that month. This arrangement must be made with me **prior to the 1st of each month**. After tuition payment has been accepted, there will be no refunds and should you miss a lesson for any reason, you can make up that lesson in the next monthly make-up lesson.

Cincinnati Music Academy Registration: (annual fee due September 1st or when starting lessons) \$35 registration fee to Cincinnati Music Academy Registration Fee (annual fee). Please pay your registration fee online at: <https://cincinnati-music-academy.com/sign-up/>

Attendance

- Regular attendance is expected and encouraged in order to gain maximum benefit from vocal instruction.
- If you know ahead of time you will miss a lesson, please email or text me to cancel the lesson.
- Missed lessons are inevitable and, therefore, have been taken into account in the overall cost of tuition.
- No private makeup or rescheduled lessons will be offered.
- No credits or refunds are given for missed lessons. Tuition remains consistent regardless of the number of lessons attended.
- If you or your child miss a lesson, please sign-up for the makeup group class which is offered each month for those that missed a lesson the previous month.
- The teaching calendar runs January to December.
- Students who are late for their lesson will only be given the remainder of their scheduled time. For your own benefit, please be on time.
- Please note that I may cancel a lesson from time to time for various reasons including (but not limited to) personal illness, inclement weather, and professional travel.
 - Although planning and scheduling is done ahead of time (Each semester--fall, winter, summer--I will give you a studio calendar), an exact number of lessons for each year cannot be guaranteed.

- As stated above, the inevitability of missed lessons on the part of the student or the teacher has already been considered in the formulation of the annual tuition.

Monthly Group Makeup Classes: .

- Location / Time:
 - le Roux Studio monthly makeup group lessons are held on the 1st Saturday of each month at 10am.
- Who can attend:
 - The class will be for any student who missed a lesson the previous month and notified me no less than 48 hours before the absence. This is an opportunity to make up the class and enjoy hearing other students from the le Roux Studio perform.
- Register:
 - Missing a lesson does not automatically register the student for the makeup class. I request an email or text indicating you or your child will attend the class by the first day of the month. I will take the first 6 students who email or text me that they will be attending.
- To Clarify: if a lesson was missed in September you can ONLY attend the makeup class in October and not wait two or three months later to attend.
- I reserve the right to shorten or cancel the class if only 1-3 students register.
- It should be noted that this group lesson is for the whole group. Each student will get private time, but most likely not the full time of their missed lesson. However, learning doesn't stop when we're not singing. In fact, group lessons can be extremely beneficial as we learn by observation. What we can hear in another voice is able to inform our own technique.

Withdrawal Or Temporary "Break"

- Notification of withdrawal must be received on or before 30 days prior to the intended date of withdrawal. Lessons will be prorated in cases where 30 days notice falls outside of a normal month's tuition billing cycle.
- Notification must be sent via email ONLY.
- Notification of intent to discontinue study with less than 30 days notice 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
- There is no such thing as a temporary withdrawal or "break" from enrollment. Students who want to "take a break" from their lesson program will, unfortunately, forfeit their enrollment in the studio and will have to start over when they decide to come back. This involves choosing from available times at the time of reinstatement. I cannot "hold" a student's spot without payment.

Dismissal

- A student may be immediately dismissed at any time for reasons including (but not limited to) those listed below. No refunds will be given.
 - excessive absence or tardiness
 - habitually late/nonpayment of tuition
 - lack of lesson preparation, effort, or practice
 - behavior or attitude problems

The decision by the student / parent to take voice lessons with Lauren le Roux indicates agreement to the

above policies. You are also agreeing to release, indemnify, and hold harmless Lauren le Roux Voice Studio and Lauren le Roux from and against any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury that may be sustained by the student while in instruction with Lauren le Roux.

Payment QR Codes



Lauren Le Roux

@Lauren-LeRoux



venmo

Scan this code to pay

Send Money with Zelle®

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