



STUDIO POLICY

TIME AND COST:

1 hour lesson \$80 • ½ hour lesson \$40
Group Lessons—Priced according to number of participants

PAYMENT AND CANCELLATION/MAKE-UP: (My home studio is organized so that students have a regularly scheduled weekly or bi-weekly lesson time. I am happy to accommodate other arrangements as necessary.)

1) PAYMENT: When lessons are scheduled for a regular time slot on a monthly basis (this would involve 2-5 lessons) I would appreciate payment at the first lesson of the month for all lessons which will be taken during the month. If this is not convenient, please speak to me about making a different arrangement.

**Please pay at the beginning of the lesson or prior to the lesson by check, cash or Venmo.
Venmo: Fran Wittmann@Fran-Wittmann**

2) CANCELLED LESSONS: In the event that you need to cancel a lesson I will still need to charge you for the lesson time (whether lessons are scheduled on a weekly or a monthly basis).
SEE BELOW FOR FURTHER DETAILS

3) MAKE-UP LESSONS/PAYMENT OF CANCELLED/MISSED LESSONS: I am not able to make-up lessons which are cancelled within 24 hours of the scheduled lesson time. I will charge for that time unless I can find someone else to fill that time. (Inclement weather and death in the family are exceptions to this). Under certain circumstances, I might be able to find another time for your lesson if I have available openings but, as a rule, please plan on paying for lessons that are cancelled within 24 hours of your lesson time. (Reasons for cancelling for which you will be charged may include but are not limited to: sickness, last minute appointments, or last minute rehearsal changes.)

If you forget that you scheduled a lesson and miss it, you will need to pay for that time.

In the case of inclement weather, I can offer a facetime or Zoom lesson. Otherwise I expect that we will reschedule that lesson at a mutually convenient time.

If you know more than 24 hours in advance that you have a conflict with a scheduled lesson time, please contact me immediately. I will do everything I can to reschedule your lesson time however, **I do not guarantee that I will be able to do this, in which case you are still responsible for payment for that lesson.** *(Please see "Scheduling lessons")

Whenever I need to cancel a lesson, I will offer a make-up lesson scheduled at your convenience.

PLEASE NOTE: Make-up lessons are those scheduled in addition to your regularly scheduled lesson and as a rule should be within a week of your original lesson.

Out of courtesy and respect for my time please notify me when cancelling a lesson.

4) *SCHEDULING LESSONS: Please schedule lessons either in person or by e-mail at, or by the last lesson of the month. This allows us to address any potential conflicts. I will assume you are able to make your regular lesson times each month unless you tell me otherwise. (I would like you to reserve our lesson

time and do everything you can to not schedule other events during that time, but I do understand that activities and events will come up.)

When choosing to study with me, I expect that students will commit to a minimum of 2 lessons per month (or 3 depending on the length of the month) unless a different arrangement is made. If there is a conflict with a regular lesson time, it is expected that we will find a time to reschedule that lesson. Any effort on your part to organize our scheduling in advance is appreciated. (Notifying me in advance about school trips, concerts, show tech weeks, etc.). With ample notice, I am able to accommodate your scheduling needs much more easily and it also avoids you paying for missed lessons.

PREPARATION AND MATERIALS REQUIRED:

1) The following should be brought to each lesson:

- Your own recording device (if using Zoom platform, we can record through that)
*video recording is most effective
- A binder with looseleaf
- Music which is being studied

2) DAILY PRACTICE is required because of the muscles and muscle memory you are developing. You will not see significant results unless you commit to daily practice sessions.

3) When you start your voice lessons, we will decide the amount of time you should be practicing each week. I highly recommend keeping a practice log if possible. If one is kept, we will go over it at the beginning of each lesson.

4) Actual singing time should not exceed 2 hours, however you can further your practice time with study of song repertoire, translation, memorization, language practice and dramatic background work. These are all activities you can engage in without using your singing voice.

5) It is crucial that all practicing is CONCENTRATED practicing. You will need a mirror and a keyboard for practicing in addition to the recording of your lesson.

6) When possible, practicing should be split into 2 or more sessions at different points during the day.

LISTENING:

An important part of developing your voice involves listening to other singers. Various listening assignments will be assigned periodically. Your attendance at live performances is also a significant part of your growth as a singer.

PERFORMANCE CLASSES:

Group performance classes are offered periodically throughout the year. These are held in place of regular lessons. The regular lesson fee is charged in addition to a nominal fee to cover the accompanist. The class is video recorded so that participants can watch their performance at their next lesson. These classes are for students only. They are actual working sessions so that students get the opportunity to develop their skills as performers as well as see other students perform. This is an invaluable experience and I strongly encourage you/the student to attend and participate in all classes offered. Once you sign up for the class you are committed to being there.

FOR HIGH SCHOOL STUDENTS:

There is a recital at the end of the school year to which family and friends are invited. There is a recital fee which is paid separately from your lesson fee. This is due once the date has been selected and arrangements have been made for the location and the pianist.

TERMINATING LESSONS:

When you are going to stop taking lessons either permanently or for a certain amount of time, please give me at least one month's notice. As much notice as possible is always appreciated.

Please read this policy carefully and ask any questions you might have in order to avoid misunderstandings at a later date. By signing below you have indicated to me that you understand and will abide by my studio policies. Thank you and welcome!

Fran Wittmann

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE (if applicable): _____ DATE: _____

PERMISSION TO USE PHOTOS FOR MARKETING PURPOSES:

There will be times when I will need to use photos of my students or of me with my students for marketing purposes. If this is something that you are comfortable with, please sign the following.

I grant permission for Frances Wittmann to use photographs for marketing purposes of:

(A) Me (Print Name) _____

OR

(B) My child (Print Child's Name) _____

that were taken at shows, after shows, during lessons or during classes.

PARENT SIGNATURE _____ DATE: _____