

**Studio Policies**

Welcome to the Jenna Laurise Music Studio. We are dedicated to providing you with high quality vocal, piano, guitar, and songwriting instruction. Please read the following important information regarding your weekly lessons.

**PAYMENT/TUITION**

Payment is due for the entire month at the time of the FIRST lesson of the month. To help me better ensure a predictable business volume, students will pay a standard monthly lesson tuition that applies for each month, regardless of how many lessons you attend for that month. This tuition reserves a specific time slot for you each week.

For example, if you take one-hour lessons, you will pay $400 for tuition. In a traditional month, there are four lessons per month. However, if you have five lessons in any given month, you will attend the fifth lesson but will not need to pay for it – you will continue to pay your standard tuition for that month as you do for every other month. This tuition policy applies for each month of the year and does not make exceptions for vacations, holidays, unexpected events/schedule changes or illnesses (with the exception of summer breaks, where a lesson credit is given – please see the “School Breaks/Vacation” section, below). I will send out invoices at the end of the month for the next month. The following is the fee schedule for all months:

**One-Hour Lesson Monthly Tuition** - **$400**

**45-Minute Lesson Monthly Tuition** - **$300**

**30-Minute Lesson Monthly Tuition** - **$200**

**A la carte Lessons - $100**

**Annual Materials Fee to be paid in August - $80 for piano students/$65 for voice students**

**Recital Fees- $50 for piano recitals; $75 for coffee shop recitals**

I accept Quickbooks, cash, check, Venmo, or Paypal. I will send you an invoice via Quickbooks at the beginning of the month and you can pay directly through your bank account in Quickbooks or in the other ways listed above. All checks should be made out to Jenna Laurise Music Studio. **It is imperative that you pay on time** so that I can run my business effectively and plan for the appropriate resources.

**FAMILY DISCOUNT**

I offer a 10% discount on monthly tuition to families after the first hour of instruction. (You pay the full monthly tuition for the first hour and then any time in addition to that is discounted by 10%).

**CANCELLATIONS DUE TO ILLNESS/MAKE-UP LESSON POLICY**

With your tuition, you are reserving a weekly lesson timefor the entire month. If you cannot make your reserved time due to illness or any other circumstance, a 24-hour notice of cancellation is required. Make-up lessons for illnesses are accommodated per my schedule and are not guaranteed. If able to be accommodated, lessons must be made up within that month. There is one make-up lesson allowed per semester only (Aug-Dec, Jan-June). If you cannot attend your lesson for whatever reason, please call or text me so that I do not worry about you. There are no tuition credits or refunds for missed lessons.

**INCLEMENT WEATHER**

If there are school closures due to inclement weather, then the studio is usually closed. Make-up lessons may be given due to weather only if the public schools in your district are closed.

**SCHOOL BREAKS/VACATION**

Because I have students from various school districts, my studio will stay open during school and summer breaks. If you go out of town during those weeks and would like a make-up lesson, please let me know in advance and we can set that up if possible. However, make-up lessons must be done within that same month, are accommodated per my schedule, and not guaranteed. If I am going out of town, I will either arrange alternate lessons in advance or I will get a substitute teacher for your lesson.

**HOLIDAYS**

My studio is closed during the month of July and for the following holidays: Memorial Day, Independence Day, Labor Day, Halloween, and Thanksgiving. My studio will also be closed from December 24th-January 1st. For the month of December, students pay their standard tuition.

**30 DAY NOTICE or SCHEDULE CHANGE**

If, for some reason, you need to stop taking lessons, termination with the Jenna Laurise Music Studio requires a
30-day notice in writing via e-mail or hard copy so that I can work on filling your spot when you leave. If you are just taking a hiatus from lessons, this notice policy still applies, and I cannot guarantee your same time slot in the future. However, I will do my best to get you back into a lesson time that works mutually for everyone. If you know that your schedule will be changing, please notify me at least two weeks in advance so I can try to accommodate a new day/time for your lesson per your schedule.

**STUDENT RECITALS**

All students are encouraged to perform in student recitals. We will have 2-3 recitals each year. A recital fee of $15-25 will be charged to each student; students are required to pay the recital fee with their tuition at the beginning of each recital month.

**GUESTS/VISITORS**

Private lessons require intense concentration from both myself as the instructor and the student. Therefore, visitors of a new student (such as parents, friends, and other family) should plan to attend only the first one or two lessons for the new student. If guests demonstrate that they will not be a distraction, I welcome them to sit in on lessons from time to time. If you’d like a friend to participate in a lesson with you, it must be pre-arranged with me and upon approval, they are welcome to attend, as long as they are focused on working (as you are) during the lesson.

**LOGISTICS**

Our family owns a very friendly black Labrador retriever Buddy and a small chihuahua Spotify who love music and loves being around people. Most of the time, I try to keep him out of the lesson area. Sometimes, he may be present during my lessons. If you are uncomfortable with dogs for any reason, you must inform me in advance so I can make arrangements for them to be elsewhere in the house during your lesson time.

**ARRIVAL TIME**

If you arrive more than five (5) minutes early, please wait in your vehicle to avoid interrupting another lesson. The front door should be open prior to your lesson time. Please enter quietly prior to your lesson time so that you do not disturb the lesson before you.

**WHAT TO BRING TO YOUR LESSONS**

It is very important that you bring a water bottle for your voice, your piano book/music if you take piano, an MP3 device for your songs, and a music folder to hold your sheet music and lyrics.

**PRACTICE, PRACTICE, PRACTICE!!!**

**In music, practice is what you do in-between your lessons and not AT your lessons.** Let's consider personal fitness training. You will likely only see a personal trainer once or twice per week for an hour or so. Those one or two sessions per week do not excuse you from a clean diet and regular exercise during the rest of the week. If you leave a session with your personal trainer, head straight for the closest fast food drive-thru establishment, and do not visit the gym again until your next session, you will most certainly not see results. If you do, they will be negligible at best. Music lessons are no different; the half-hour or hour you spend with me each week does not excuse you from learning your music and applying the concepts you learn during lessons consistently throughout the week. I will give you Vocal Exercise CD, piano books, and any materials needed at the first lesson so you have something to practice the exercises with. I will also give you specific techniques to practice with for your songs. In order to achieve your greatest potential, you must put in the work.



**REGISTRATION: (**This information will be kept confidential and not shared with any other parties.)

Parents Names (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student(s) Names\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s E-mail(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for sending music tracks, sheet music, and information)

Media Consent:

I do give permission for Jenna Laurise Music Studio to post photos, videos, or media of the above student on her website.

I **do not** give permission for Jenna Laurise Music Studio to post photos, videos, or media on her website.

I have read and agree to the policies and procedures of the Jenna Ehrle Voice Studio:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_