

Acting Studio Private Lesson Policies & Student Contract

We are very pleased that you have decided to take private lessons at the Acting Studio. In order to ensure that each teacher and student understands what is expected, please read and sign the following contract:

1. Students are required to give the teacher a minimum of 24 hours' notice if they need to cancel a lesson. If a student gives the teacher at least 24 hours' notice, the teacher will find a 'make-up' time that works for both the teacher and the student. If the teacher is given less than 24 hours' notice, the lesson is not eligible for a make-up. That lesson is forfeited by the student.
2. If a student is running late, the student is responsible for contacting their teacher to communicate their tardiness. If a student is more than 10 minutes late for a 30-minute lesson without notification, the teacher is free to leave and the lesson will not be made up. If a student is more than 15 minutes late for an hour lesson without notification, the teacher is free to leave and the lesson will not be made up.
3. As working professionals in the industry, there will be instances where voice teachers will need to arrange for a substitute voice teacher for your lesson. All substitute teachers are Acting Studio teachers and have the training and ability to give you what you need during your voice lesson. They will be given a lesson plan to help you continue to grow during that lesson.
4. If a student gives 24-hour notice for a missed lesson, the teacher will make up the lesson. If the student does not show to the arranged make-up lesson, that lesson is then considered null and void. The voice teacher will do everything he/she can to make up missed lessons. However, if after 3 attempts to make up the lesson, the student's schedule is too full, that lesson will be null and void.
5. Students and teachers need to keep current with make-up lessons. If you have a lesson that needs to be made up, it is your responsibility to contact your teacher for a make-up lesson before the end of the semester. Only 3 lessons per semester will be eligible for a make-up.
6. There will be no make-up lessons during the summer unless otherwise agreed upon with your teacher.

Thank you for understanding the above policies. Please let us know if you have any questions regarding private voice before signing below.

I have read and agree to the above policies:

Signature of Student

Date

Signature of Parent/Guardian

Date