

DUE by \_\_\_\_\_ TBD

Semester Check List

- First Lesson the week of \_\_\_\_\_ TBD

- Sign and return contract to voice teacher by \_\_\_\_\_

- first payment due by \_\_\_\_\_ TBD

**DSA Voice Studio Contract (as of Fall 2017)  
rates and details may change**

*Guest Artist in Residence*

This contract indicates that \_\_\_\_\_ (name of student) will take voice lessons during the Fall or Spring semester on the campus of the Denver School of the Arts for the following lesson duration (please check applicable box):

**30-minute lessons \$27.50 each**

**45-minute lessons \$41.25 each**

**60-minute lessons \$55 each**

All voice lessons are charged at the rate of **\$55/hour** with a required minimum of **14 lessons** per fall semester and 16 lessons per spring semester for a total of 30 lessons per school year as stated in the 2017-18 DSA Handbook.

Student's Cell #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Student's email : \_\_\_\_\_

Parent's Cell#: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Parent's email: \_\_\_\_\_

**Payment**

Payment may be remitted in the following two ways:

1. Pay full semester amount **by the student's first lesson:**  
**30 minute lessons: \$385**  
**45 minute lessons: \$577.50**  
**60 minute lessons: \$770**

2. If full semester amount is not paid by the student's first lesson, by default payment will be accepted through monthly invoices (see below).

**Fall Semester Invoicing**

Total cost of 14 lessons will be *prorated monthly* over the course of the semester. Families will receive one invoice per month of study (September through December) reflecting **4 equal monthly payments**.

Invoices will be delivered via email on the 20th of every month and **must be paid by the 1st of the following month**. (i.e. August 20th invoice will be due September 1st). Any late payment will be charged a **late fee of 5%** upon remittance.

14 lessons at \$55 per hour divided equally into 4 incremental payments:

**Type** \_\_\_\_\_ **Rate** \_\_\_\_\_ (x 14) = **Semester Total** \_\_\_\_\_ / **4 equal payments** \_\_\_\_\_

30 minute lessons	\$27.50 each	\$385	\$96.25 per invoice
45 minute lessons	\$41.25 each	\$577.50	\$144.38 per invoice
60 minute lessons	\$55 each	\$770	\$192.50 per invoice

**Makeup lessons & 24-HOUR Cancellation Policy**

**Student Cancellation:**

If a student must reschedule a lesson *for any reason*, including illness, arrangements must be made in advance with a **minimum of 24 hours notice or the lesson will be forfeited.**

In the case of last minute illness, notice must be given **prior to the start of the school day** (7:40am) in order to schedule a makeup or the lesson will be forfeited.

In the case of DSA performances, department-required events, or required testing, notice must be given in advance with a minimum of 24 hours notice.

**No more than three lessons per semester will be made-up due to a personal cancellation** by the student, including illness (DSA-related reasons excepted).

Any missed makeup lessons will not be rescheduled and thus forfeited.

**Teacher Cancellation:**

If the teacher needs to cancel a lesson, a makeup lesson will be arranged according to the student’s and teacher’s schedules. As much advanced notice will be given as possible. Any lesson cancelled by the teacher will be made up.

**Changing Studios Protocol**

If a student wishes to switch to another studio, the following protocol must be observed:

1. The student must first speak to their primary teacher regarding their desire to switch.
2. Upon approval of their primary teacher, the student may then approach their desired new teacher about joining his studio.
3. Approval from *both* teachers must be obtained before any change of studios is made.
4. No student may change to another studio during the course of a semester. A change of studio may *only* occur in between semesters.

**NATS Competition**

The National Association of Teachers annual chapter and regional competitions are *elective* activities. The 2018 competition is scheduled to occur on \_\_\_\_\_ **TBD**

Each participant must provide a **registration fee (TBD) as well as a check (amount TBD)** for their accompanist upon registration (*recipient line must be left blank as assigned accompanist may change*). Registration and accompanist fees should be delivered to the student’s private voice teacher.

**Cancellations will not receive a refund of payment.**

Participants will receive one rehearsal prior to the competition.

**Contact information**

Studio Hours: See specific instructor

Emails will be checked until 6:00pm Monday through Friday. Any correspondence received after 6:00pm or on weekends and holidays will be responded to as soon as possible.

**Agreement Signatures**

I have completely read this 2-paged contract and agree to the terms and specifications.

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(Student Signature)

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(Parent/Guardian Signature)

Voice Teacher will honor the terms and specifications stated in this contract.

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, *Guest Artist in Residence, Denver School of the Arts*

