

# **FMHS VOICE INSTRUCTION INFORMATION 2016-2017**

- 1. What is the lesson rate and payment schedule?** Each 30-minute lesson is \$20.00. *Payment plans are on the next page. (Private Lesson price is set by the LISD Fine Arts Coordinator.)*
- 2. How many lessons will I receive during the school year?** A minimum of 32 lessons will be scheduled during the 36 weeks of the school year. The first semester has a minimum of 16 lessons, and the second semester has a minimum of 16 lessons. *Students must enroll for the minimum number of lessons.*
- 3. May I make-up lessons if I am absent?** Yes, with courteous notification in advance of an absence. For each semester one week is allotted for make-up lessons. If the student does not attend the scheduled make-up lesson, the teacher is not required to schedule another time or refund any tuition. If the teacher does not attend the scheduled make-up lesson, the student will be refunded, and the student is not required to schedule another time. *Voice teachers are not required to make-up more than one student absence in one semester.*
- 4. How do I contact my voice teacher if I am absent?** Your voice teacher will give you a cell number and/or email address for cancellations. If possible, always give a 24-hour notice of your absence before your scheduled lesson. *Cancellations on the day of your lesson for reasons other than illness will not be made-up at the end of the semester.*
- 5. May I schedule additional lessons?** Yes. You and your teacher may schedule additional lessons at any time during the school year. If you are over the minimum number of lessons, *payment for the additional lesson(s) is due before or on the day of the extra lesson(s).*
- 6. May I end enrollment in voice lessons before the end of the school year?** Yes. We encourage at least a full year commitment to experience the benefits of private instruction. However, you may end your enrollment by notifying your voice teacher in writing at least two weeks in advance. *The end of your enrollment is not official without a two-week emailed notice prior to ending lessons.*
- 7. Will I receive a refund for any lessons I have paid for if I end enrollment before the end of the school year?** Yes. By giving a two-week written notice before ending enrollment, you will receive a timely refund. *No student absences will be refunded if you end enrollment before you receive the minimum number of lessons for the school year.*
- 8. What materials will I need for my lessons?** Your voice teacher will specify what materials are necessary for your voice lessons. *Always bring your music and a pencil.*
- 9. Is there a practice policy?** Yes. By enrolling in voice lessons, your choir director and voice teacher assume you want to strive for excellence. Practicing is a part of learning to master any skill. Do your best to be prepared for every lesson to get the most out of your time. *If you are consistently unprepared, your voice teacher may re-evaluate your enrollment in the studio.*
- 10. How do I enroll?** Please read the **Voice Instruction Information Sheet** and the **Voice Instruction Payment Schedule** with your parents very carefully. *Complete the **Voice Instruction Enrollment Form** and return your form with your first payment at your first lesson.*

# **FMHS VOICE INSTRUCTION PAYMENT SCHEDULE** **2016-2017**

- Choose a payment plan below.
- **There will be no further notification of payment due dates**, so mark your calendars. Thank you!
- Checks and cash are acceptable forms of payment. Write checks to your voice teacher.

## **PAYMENT PLANS**

Payments are based on the total cost of 16 lessons for two semesters totalling 32 lessons during the school year. In the event that payments are severely delinquent, lessons will be suspended until the account is brought up to date, and you may forfeit your place in your teacher's schedule.

### **OPTION A: One Payment**

1. \$640.00 due with the enrollment form before or at the first lesson.

### **OPTION B: Two Payments**

1. \$320.00 due with the enrollment form before or at the first lesson.
2. \$320.00 due the first lesson of the spring semester. (Late: \$340.00)

### **OPTION C: Four Payments**

1. \$160.00 due with enrollment form before or at the first lesson.
2. \$160.00 due the first lesson of November. (Late: \$180.00)
3. \$160.00 due the first lesson of January. (Late: \$180.00)
4. \$160.00 due the first lesson of March. (Late: \$180.00)

### **OPTION D: Eight Payments due the first lesson of the month.**

	<b>DUE DATE</b>	<b>AMOUNT DUE</b>	<b>LATE</b>
1	First lesson	\$115.00	<i>N/A</i>
2	October	\$75.00	<i>\$95.00</i>
3	November	\$75.00	<i>\$95.00</i>
4	December	\$75.00	<i>\$95.00</i>
5	January	\$75.00	<i>\$95.00</i>
6	February	\$75.00	<i>\$95.00</i>
7	March	\$75.00	<i>\$95.00</i>
8	April	\$75.00	<i>\$95.00</i>

**NOTE: If you are a scholarship student and your application has been accepted, your payments are half the regular amount due at the same time as your chosen payment schedule.**

# FMHS VOICE INSTRUCTION ENROLLMENT FORM

Please print in black or blue ink and return this form with your first payment.

Student Name		Grade:	Class Period:
Student Cell	Email:		
Guardian Name			
Address			
Guardian Cell	Email:		
Home Number			
Are you a scholarship applicant?			

- **Please circle the type of payment included with your enrollment form**  
     Option A    Option B    Option C    Option D
- Checks are payable to your voice teacher
- If you have read and agree to the policies in the Voice Instruction Information Sheet and Payment Schedule and acknowledge that beyond the received packet, **there will be no further notification of payment due dates**, please sign below. Thank you!

\_\_\_\_\_  
 Student Signature and date (MM/DD/YYYY)

\_\_\_\_\_  
 Parent Signature and date (MM/DD/YYYY)

## VOICE INSTRUCTION PAYMENT RECORD

*FOR OFFICE USE ONLY*

### TUITION PAYMENTS

No.	Due Date	Received	Check Date	Check No.	Amount	Late Fee
1	First lesson					
2	October					
3	November					
4	December					
5	January					
6	February					
7	March					
8	April					

### CORRESPONDENCE

Date	Email/ Call/ Letter	Notes