

the lesson

- You will need a binder, a pencil, and an audio recording device for every lesson. For online students, the platform Zoom will allow you to video record your lessons if you wish. Any recordings taken in your lesson are for your use only and should not be shared via youtube or any other media site without the permission of Dr. Rollings.
- You will be expected email me scanned PDF's of your scores *before* your lesson time. Please label file names as Title of Song (SHOW NAME), (e.g., So Much Better (LEGALLY BLONDE)).
- You should arrive at your lesson five minutes ahead of time. If another student is before you, politely knock at your lesson time (at the exact time). This ensures that each student receives the allotted amount of time and that no time is wasted. Please have your music, pencil, and recording device ready so that we don't waste time.
- For the first few lessons (new students), please *do not* warm up. Once you have begun to grasp the concepts of a correct and productive warm up, you will need to allow 15-20 minutes before your lesson to warm up.
- During the first few lessons of each semester, repertoire will not be the primary focus. After you have begun to accomplish, understand, and demonstrate the basic principles of singing, we will begin to incorporate it into songs. Please remember that it is better to sing an easy song well, than a difficult one badly.
- If you are cast in a show, have an audition, or are doing a solo vocal performance of any kind, please speak with me at least two weeks before the performance (if possible) so that we can prepare any repertoire you might need and ensure that you prepared to give your best performance.
- In addition to studying voice, you are strongly encouraged to study piano, dance, and acting. If you can fit any of these into your schedule, it will significantly help your vocal training and your product as a performer. A list of recommended teachers is available upon request.

practice

- You are expected to practice every day. It is both detrimental to your progress and an inefficient use of teacher time if you do not practice on a regular basis. You should use your recording device as part of your practice. It should be noted that quality of practice time is more important than amount of time. If you feel that your practice time is not beneficial, please speak to Dr. Rollings about effective practice strategies or send her a recording of your practice time to evaluate.

observing

- Dr. Rollings welcomes any parent, guardian, or friend to observe a lesson at any time with the permission of the student. However, each parent should understand that frequent observation could make the student more apprehensive, changes the studio dynamic, and could take away from the student's learning in that lesson.

- Sometimes Dr. Rollings may want someone to observe your lesson (potential student, another teacher, researcher etc). This will be discussed and approved with you in advance.

recitals and master classes

- Dr. Rollings values performance as an important growth experience for students of all levels. The studio typically have one recital per semester. Online students will also have the opportunity to participate in an online Zoom recital. Performance at these events will be expected unless you have prior permission to be absent. You will be expected to cover your share of the accompaniment cost (typically \$10-\$20 per recital with rehearsal).
- Dr. Rollings has the discretion to remove a performance from a recital if the piece is not performance ready.

music purchases

- You are expected to be active in choosing your own repertoire. You should research, watch, read, and listen to shows, operas, and art song repertoire to find things that suit you well. If you have a song or aria that you would like to work on, feel free to email me the name of the piece before purchasing it.
- You will be expected to obtain legal copies of your sheet music for each song.
- Each semester, you will be required to update your repertoire list and bring a hard copy to your lesson. Online students can email a copy before the first lesson of each semester.

accompanist

- You will not need an accompanist at most of your lessons; however, sometimes it is very helpful for Dr. Rollings to see you and hear you without being stuck behind the piano! If you would like to bring an accompanist to your lesson every week, please feel free to do so. Most accompanists fees range from \$25 to \$50 per hour. A list of recommended accompanists is available upon request.
- For recitals and master classes, the cost of the accompanist will be split equally among the studio and you will be required to contribute from \$10-\$20 for an accompanist.

semester enrollment

- Dr. Rollings believes that in order to make measured progress, a student must commit to a lesson schedule of regular meetings. Therefore, lessons are scheduled by semesters.
- In order to register for a semester, you must email Dr. Rollings the following:
 - Proposed frequency of lessons (e.g., once a week, twice a week, once every two weeks)
 - Proposed duration of lessons (e.g., 30 minutes, 45 minutes, 60 minutes)
 - Schedule of Availability (e.g., Mondays from 3-5 pm, Tuesdays from 10-11 am)
- When a student enrolls for the semester, he or she agrees to continue study for the entire semester. For example, if Dr. Rollings and the student agree to a one-hour lesson every other week, that student commits to studying and paying for those lessons on that schedule for the duration of the semester (typically 14 weeks).
- The three semester terms include summer (May 20-August 25, 2019), fall (August 26-December 8, 2019), and spring (January 27-May 10, 2020). Lessons are scheduled at a time that is convenient for both teacher and student and on a first come, first serve basis. Due to scheduling concerns, lesson

times will most likely change each semester. A lesson time is not permanent until the studio policies have been signed and returned to Dr. Rollings.

attendance and makeup lessons

- All students are expected to complete the entire semester of lessons. If a student decides to end lessons before the end of a semester (for ANY reason which could include transferring, extended illness, dropping out of school, etc.) a 30-day notice must be given or a full month's tuition will be required.
- Each week, Dr. Rollings reserves a specific amount of time for each student. If a student misses that time for any reason, Dr. Rollings may or may not be able to make it up due to the schedule. If Dr. Rollings must miss the lesson for any reason, the lesson will be rescheduled or the student will be given the option to receive a lesson credit.
- If you are sick, please notify Dr. Rollings as soon as possible. Notification should be by phone or text, 24 hours ahead of the scheduled lesson. Do not wait until the last minute to assess whether you can sing or not. Make that decision 24-hours in advance so that we can reschedule the time. **Any lessons cancelled with less than 24 hours notice will not be made up.**

tuition and payment

- Payment for each month is due on the **first day of each month** for all of the lessons that are expected to occur in that month. Simply count the number of lessons you will have in that month and bring that amount to your lesson. Dr. Rollings accepts cash, check, Paypal (you must pay fee), or Venmo. If mailing your payment, please do not mail cash.
- If you need a weekly payment plan, please contact Dr. Rollings.
- **For each day tuition is late, there will be a \$3 late fee.**
- **Dr. Rollings will not teach a lesson if a student has an outstanding balance for any reason.**
- If you have any concerns about payment or want to arrange a different payment schedule, please contact me.
- If you are absent from a lesson due to illness, rescheduling, etc., you are still expected to pay for that lesson before the regular lesson time. We will simply schedule a makeup.

revised 5/15/2019

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SUMMER 2019 STUDIO AGREEMENT

I understand and will abide by the policies found in the “Amelia Rollings Summer 2019 Studio Policies” document. I understand that if I am absent from a lesson, I will still be required to pay for that lesson. If I give Dr. Rollings at least 24 hours notice, the lesson will be rescheduled. If I do not give at least 24 hours notice, I will forfeit that lesson money. I agree to enroll in lessons for the duration of the summer semester (May 20-August 25, 2019) at the following frequency/duration (circle all that apply):

Frequency:	Once/Week	Twice/Week	Every Other Week
Duration:	30 min	45 min	60 min

I understand that I am responsible for paying for all lessons that occur on this schedule for the duration of the semester (e.g., 14 weekly 30 minute lesson, etc.). If I want to discontinue lessons at any time, I must submit a written notice at least 30 days in advance and am responsible for paying for all lessons during those 30 days. I understand that all payments are due on the first day of the month for all lessons in that month (unless other arrangements have been made) and I will incur a \$3/day late fee for late payment. I understand that Dr. Rollings will not teach a lesson if I have an outstanding balance.

Name (Print)

Name (Signature)

Date