

PINEDA CONSERVATORY

Where Dreams Take Center Stage

VOICE STUDIO POLICIES

2015-2016

A \$45.00 registration fee per student will be due upon enrollment. This fee covers materials such as printed music, books, paper, cd's etc.

Tuition NEW POLICY THIS YEAR!

Tuition will be due the 1st of each month and is split into equal monthly installments based on your lesson day and duration of lesson per semester. If an alternate payment method is necessary please contact us upon registration for approval. Please make all checks payable to "Pineda Conservatory". Payments can also be made via your banking bill pay system, or we can invoice you each month via Paypal and this bill can be paid by any credit card or debit card.

Why the policy change?

After years of being "free" with when tuition is collected we realized we can no longer operate as a business this way and maintain the studio, pay our bills and teachers, or plan for special projects without projected income.

Rates are monthly and cover our January-June Semester.

Current monthly rates are as follows:

Rates are monthly and cover our January-June Semester. Tuition payments were created by totaling lessons through semester split into 6 even monthly payments. All Payments are due on the 1st of the month (not the first lesson). Current monthly rates are as follows:

Recital dates June 8 & 9

LESSON DATE	½ hour	45 min	1 hour	1st lesson	Last Lesson
Monday (per month)	\$126	\$163	\$221	Jan 4	June 6
Tuesday	\$140	\$175	\$240	Jan 5	May 31
Wednesday	\$140	\$175	\$240	Jan 6	June 1
Thursday	\$140	\$175	\$240	Jan 7	June 2
Friday	\$140	\$175	\$240	Jan 8	June 3

Recital dates June 8 & 9

*If a lesson is scheduled on your religious holiday, please let us know (example Sept. 14 Rosh Hashana), we will schedule a make-up. If scheduling allows, your make-up options include rescheduling on a date closer to an audition or having your make-up lesson time tacked onto an existing lesson.

THE STUDIO WILL BE CLOSED:

November 5-7

November 25-28

December 19-January 4

Monday, Jan. 18

Monday, Feb. 15

Monday- March 28th- April 3

Monday, May 30

Checks can be mailed to: Pineda Conservatory 428 Jerusalem Road Scotch Plains, NJ 07076

Student-Missed Lessons –IMPORTANT PLEASE READ

Students will be allowed 1 make-up lesson per semester (not including excused religious holidays), if we are given **at least 24 hours notice of cancellation.**

Teacher-Missed Lessons

If a teacher has to miss a lesson with a student, he will do his very best to reschedule it. If it's not possible to reschedule, payment for that lesson will be credited towards the next month's bill.

Special Schedule Change Requests

Require two weeks notice and will be accommodated whenever possible. Please be advised that if you change a schedule for a limited time, we cannot hold your previous time slot.

Scheduling Advice

If you know every January you will start rehearsing for a show after school, we advise scheduling your lesson now so it will not conflict. Lessons are for improving and growing and growth will only be heard if consistent lessons are being maintained.

Discontinued Lessons

If a student intends to discontinue lessons, thirty (30) days advanced written notice is required or a full month's tuition shall be assessed.

Recitals & Performance Opportunities

The conservatory has several performance opportunities throughout the year including recitals, opera performances, holiday shows and benefits.

Studio Contact NEW THIS YEAR!

All contact with staff must be made via email or by voicemail. No texts please. All messages will be responded to within 24 hours.

Recording

If you need to be recorded for an audition, for a birthday or Christmas present, or simply for your own enjoyment, don't hesitate to ask for additional information. The cost of a recording session is the same as that of the regular hourly rate for voice lessons, and includes any time spent on pre- or post-production. It does not include the cost of an accompanist if one is needed.

The contract below states that you, the parent/guardian, have read, understood, and agreed to comply with all studio policies aforementioned. Please sign, date, detach, and give back to me. The contract is a binding agreement between you, the parent/guardian, and myself, as the instructor. Please make a copy for your own records.

I, _____, parent/guardian of _____, have read the Pineda Conservatory Voice Studio Policies for 2015-2016. On this date, _____, I confirm that I understand and agree to comply with all policies outlined. Failure to uphold this contract will result in my child's immediate dismissal from the studio and/or loss of any credits incurred.

_____ I would like Pineda Conservatory to invoice me monthly via PAYPAL and email invoice can be sent

to: _____.

_____ I will be setting up automatic bill pay with my banking.

_____ I am mailing a check for the 1st of each month.

_____ I would like to discuss a different payment plan. Call me at _____.

Parent/Guardian Signature _____

Student Signature _____