

## Cascade Voice Academy (CVA) Policies

\_\_ Payment shall be received by the first lesson of each session for the entire session's lessons. (Unless previously arranged). No money will be refunded under any circumstances. By signing this contract, you are agreeing to a full school year's commitment (sept-first week in June for school year) or (June-Aug for summer session).

\_\_ CVA can cancel any student's membership to the studio at any time for any reason. If this occurs, all future charges will be canceled. However, no refunds will be given, regardless of the circumstances for the cancellation.

\_\_ Any student who wishes to cancel their membership must give 30 days written notice VIA EMAIL in order to stop future payments. All payments will be processed within that 30 days. NO REFUNDS WILL BE GIVEN ON ANY PAYMENTS ALREADY PROCESSED.

\_\_ Cancellation of a lesson for SICKNESS only must be received by 10:00 a.m. on the day PREVIOUS to the lesson in order to be eligible for a make-up lesson. NO MAKEUP LESSONS are given unless cancelled by this time.

\_\_ Cancellation due to traveling, rehearsals, sporting events, doctors appointments and other situations must be given at least one week in advance (preferably MUCH longer) in writing VIA EMAIL. You are welcome to trade lesson times with another student when last minute situations occur. If teacher is given enough time, we can try to trade lessons with another student. This is not guaranteed, however. Please do your best to make your voice lessons a priority in your scheduling.

\_\_ If you forget a lesson, make a scheduling mistake, or fail to show up for scheduled time you forfeit that lesson.

\_\_ Only 1 MAKEUP LESSON PER HALF YEAR (Sept-Jan 31, Feb 1-June 9) will be given for any reason. This will only be done if you have cancelled within the cancellation period listed above.

\_\_ All studio run acting workshops, studio master classes, accompanist fees, performances, and recitals are included in each session's tuition. No money will be refunded if you fail to attend these events.

\_\_ Cascade Voice Academy follows all Snoqualmie School District Holidays and inclement weather cancellations. **Lessons that are cancelled due to inclement weather will be made up with a group class.**

\_\_ All Mandatory rehearsals must be attended in order to perform at Recitals and Concerts. All songs must be fully learned, polished and approved by Cascade Voice Academy teacher before it can be performed in Recitals, Contests and Concerts.

\_\_ Any unused lessons are forfeit at the end of each session, Summer and school year.

\_\_ You must cancel lessons or change to an online lesson if you are feeling under the weather or fear that you have come into contact with anyone who might have COVID-19. (See our COVID-19 protocol)

\_\_ If music books, CD's or other items are borrowed from the studio they will be RETURNED within a week, unless previous arrangements are made.

\_\_ If we are in the studio you may enter through the back, 1<sup>st</sup> sliding glass door into the sitting room and your teacher will come out and get you when he/she is finished with his/her previous lesson.

\_\_ Parents are not allowed to enter the teaching studios.

\_\_ By checking each of the above, you understand no special circumstances will be given for the above policies.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature (if necessary)

\_\_\_\_\_  
Date