

AMPLIFY VOICE STUDIOS

Policies & Contract



Welcome

Welcome to Amplify Voice Studios, my friend! If you are here, you are probably passionate about music and excited about working on your vocal instrument. The time I've spent in voice lessons as both a teacher and student has been one of the most rewarding investments I've made as a musician/performer/human. I hope to provide that same inspiring environment for you as we study together.

This form includes information about Amplify Voice Studios and the expectations I have for you as my student. I have also listed my responsibilities as your teacher. I want all of my policies to be transparent so we can focus on the reason we're here—to sing!

Studio Location

I want lessons to be as accessible as possible. Lessons are taught in North Ogden or West Haven, UT or online via Zoom. The address for these locations is listed on the MyMusicStaff website. If these options don't work for you, I am willing to travel for an additional fee. Let me know if this is something I can do to accommodate you!

Tuition

Studio Member \$60/lesson, due monthly

Drop-In Student \$70/lesson, due at time of lesson

Each lesson includes a 45-minute slot. This allows me 15 minutes between lessons, where I spend time ensuring that you have everything you need to be successful outside of the studio.

Studio Membership Benefits

Studio Members are the core, dedicated students of my studio that I teach weekly.

Benefits include:

- Consistent weekly lesson slot
- Discounted lesson rate
- Discounted Master Class opportunities
- Guaranteed performance in the Amplify Voice Studios Concert Series
- Discounted accompanist rate

If a student takes lessons less than once/week, the standard Drop-In rate will apply.

Scheduling

If you are interested in beginning lessons, please contact me directly so I can register you! I work on a semester-based schedule: Jan-Apr, May-Aug, Sept-Dec.

If you become a Studio Member, you are still guaranteed a slot in my studio for the next semester but will still need to re-register with me so I can create a schedule that works for everyone for that semester. I use MyMusicStaff for scheduling, billing, and registration.

Payment Due Dates

Studio Members' tuition is due monthly at the first lesson.

Drop-In Students' tuition is due at the time of the lesson.

Late fees of \$5/lesson may be charged if payments are not made on time.

If lesson payments are not made two weeks after their due date, lessons will stop and you will risk forfeiting your spot to another student.

If payment ever becomes an issue for you, please just have a conversation with me. I would love to see what I can work out with you.

Payment Methods

Venmo: @heyjake13

Checks: Made payable to Amplify Voice Studios or Jake Heywood

Credit Card: Via the MyMusicStaff website. Processing fees apply.

Missing a Lesson

If you need to miss a lesson, please contact me directly at least 24 hours prior to the lesson via text. If 24-hour notice isn't given, you will be responsible for the payment.

Missed lessons without proper notification, as a general rule, will not be rescheduled.

Makeup credits may be issued if proper notice is given and must be used within 60 days.

Please keep in mind: if you verbally tell me you will be missing a lesson in between students, I cannot be guaranteed to remember. Please give me written notice.

Arriving Late to a Lesson

If you know you will be late for a lesson, please notify me as soon as possible. I am a human being and understand that things happen, but you have my contact information and I ask that you make me aware as soon as you can. Please try not to make a habit of arriving late.

After 15 minutes, I will consider the lesson to be canceled. Late lessons without proper notification, as a general rule, will not be rescheduled.

Lessons end on time, regardless of what time you arrive, unless previous arrangements have been made. You have booked a lesson slot, not a length of lesson.

Taking a Break

We all need a break from time-to-time. If you need to miss more than two weeks of lessons for any reason, a two-week, non-refundable deposit is required to reserve your spot. If you decide to not pay the non-refundable deposit, you will be placed on a waiting list and contacted when a lesson spot opens up.

Termination of Study

One of the most important aspects of voice training is the relationship between a teacher and student. I may not be right for everyone, and not everyone will be right for me. That's *okay!* I reserve the right to terminate a student's studio membership and refund future lessons if I feel their needs could be better served elsewhere. I will also do so if there is a violation of this policy in the studio or an issue with respect toward me or other students.

If you decide to cancel your Studio Membership, please give me one month of notice. Refunds cannot be guaranteed if this notice is not given.

Instructor Responsibilities

If I have to cancel a pre-paid lesson for any reason, and that lesson cannot be rescheduled to the satisfaction of both parties, the tuition will be applied toward a future lesson.

I will begin lessons at their scheduled time or I will extend the lesson to make up the difference.

Student Responsibilities

- Please come ready to have fun, be vulnerable, and get creative with me. This can truly be a highlight of your week, as it is for me.
- Please email me a .pdf of any sheet music you would like to work on before our session so you'll have one copy for yourself and one for me as we work. I also recommend bringing a water bottle and a recording device. Recording your lessons can be an incredibly useful tool in your progress.
- Inform any performing groups you participate in about the lesson slot you are assigned. I am not responsible for planning around your rehearsal schedules, so please list our time as a conflict when you audition for a new group/show.

Practicing

I am not a typical teacher when it comes to practice. I do not reward students for practicing nor punish students for not practicing. I believe that practice is its own reward and that students will get the most out of their money if they do practice the exercises I assign. Results do not usually happen as the result of one session with me, rather through application of the principles I teach in those sessions.

Wellness

If you are not well, please do not come to your lesson. As part of maintaining vocal health, I encourage students to hydrate, sleep well, and stick to a "vocal budget" by avoiding overuse.

Additional Expenses

From time to time, it may be necessary to purchase a book, recording, or sheet music. For your convenience, I am happy to buy them for you with the understanding that I will be reimbursed for the entire cost within one week of the purchase.

Master Classes

I am not the source of all vocal knowledge. Because I find it incredibly useful to get multiple perspectives on our art, I love to invite other professionals to provide Master Classes for my students! While these Master Classes will be optional, they are highly encouraged and well worth your time. The fee for these Master Class opportunities will vary and will be announced at the beginning of the relevant month.

Performance Opportunities

At the end of each semester, students will have an opportunity to perform in our Amplify Voice Studios Concert Series! Concert dates will be announced at the beginning of each semester. I also intend to begin teaching group lessons, in which students will get to practice performance skills.

Communication

If I'm teaching a lesson, the best way to reach me is via text. This allows me to receive time-sensitive information while not being too distracted while teaching. You may email me any time and I will respond in a timely manner.

Phone: 801-668-5904

Email: amplifyvoicestudios@gmail.com

I agree to abide by the policies of Amplify Voice Studios

X _____
Student

X _____
Parent (If student is under 18)

