



Voice & Music Studio: 2025-2026 Policies

TUITION & PAYMENT INFO

PRICING STRUCTURE

- Tuition is paid monthly.
- Monthly fees are ONLY pro-rated when a studio-determined closure means a student will not get all 4 lessons in any given month.
- Student absence during the academic year (August 11, 2025 to May 28, 2026) will NOT result in a pro-rated monthly lesson fee, even with notice given. Pro-rated fees are at the Studio's discretion and only after sufficient notice is given. (See Rescheduling Lessons below)
- All students will pay the same rate, based on the length of their lesson. (See below)

LESSON RATES **[NO CHANGE THIS YEAR]**

AUGUST 1st 2025-JULY 31st 2026

60 minutes 4 x per month - \$360 per month

30 minutes 4 x per month - \$220 per month

*Special rates for Seniors & Industry Professionals. Please ask.

YOUR FEE INCLUDES 4 LESSONS PER MONTH.

Students are expected to take 4 lessons per month, unless an agreement has been arranged in advance. Bi-weekly lessons are sometimes available, upon request.

We try to schedule lessons on the same day and at the same time each week whenever possible. The schedule is laid out and agreed upon at the beginning of each academic year and confirmed month-to-month in advance of monthly invoicing. Please plan accordingly when considering other activities. It is VERY DIFFICULT to re-schedule lessons or find alternative times other than those initially agreed upon. We cannot guarantee another day or time to fit your schedule will be available.

When is payment due?

- Payment is due on, or before, the **last day of the month for the following month**. i.e., Payment for October is due on or before the last day of September, etc. the Due date is outlined on your invoice and reiterated in the email accompanying each invoice.
- You will receive an email/text about 15 days before the end of the month asking you to confirm your lessons for the following month. Please respond confirming your regular days and times. If for any reason a student must miss a lesson, please let Vanessa know ASAP. If she does not hear from you, it is assumed that the student will be attending all lessons the following month in their regular slot.
- Invoice will be sent approximately 7-5 days prior to the due date. Please check the invoice for your agreed upon lesson dates and times, and read the accompanying email

which will outline any closed dates that upcoming month, and often include other pertinent information.

- Late payment will result in a late fee of \$100 charged on the next monthly invoice. You are given a 3-day grace period before the late charge is added.

Your lesson rate includes:

- One-on-one tuition with Vanessa
Vanessa is one of San Diego's most sought-after, award-winning, conservatory-trained, voice specialists and music teachers with 25+ years' experience teaching and coaching beginners to pros!
- She holds a BFA (Classical Music and Theatre, The University of Surrey, London) an MFA in Acting and an Honorary PhD in Voice Teaching and Pedagogy for Actors with specialisms in Singing, Dialect for Theatre, and Shakespeare (both from the Royal Central School of Speech and Drama, London.) She is a member of VASTA (The Voice and Speech Trainers Association) and UK Actors' Equity.
- 4 lessons per month unless the studio is closed. You will be alerted of any closed days in advance when confirming the next month's lessons, and also in the invoice email.
- Your day and time slot reserved for you. *If payment is late, your slot may be given to another student.*
- Advance invoicing and receipts for payment
- A personal digital folder containing all sheet music and other resource materials (and for singers, backing tracks and practice tracks)
- Hard copies of all sheet music provided. Students may choose to purchase their own sheet music, but this is not required.
- For voice students, customized backing tracks are provided when needed for performances, auditions, and practice.
- Self-tapes for auditions and college submissions, filmed and edited (with blue/green screen, graphics etc.) as needed.
- Extra time can be scheduled if needed at the regular hourly rate.
- Audition information and coaching for both singers and cellists for local youth theatre, community and professional productions, and youth orchestras.
- Live Recitals at no additional cost to participants or their families. Performance venue rental and pianist fees are covered by the studio. Recitals are usually once a year.
- Studio Admin costs, Subscriptions, and Studio Admin times/prep etc.
Many local teachers charge for many of the included services-such as the cost of recital, tracks etc.- or simply do not even offer these services. If a student requires help outside of regularly scheduled studio time for recording or self-tapes then there may be an additional charge. If a live accompanist is needed, then the student may pay the accompanist directly at the accompanist's own rate. (Vanessa is happy to recommend and facilitate excellent additional musicians if needed).

RESCHEDULING LESSONS [NEW THIS YEAR]

Vanessa has always been very flexible and generous about rescheduling lessons.

Lessons are rescheduled entirely at the discretion of the studio.

There are no guaranteed "make-ups"

This past academic year, re-scheduled lessons accumulated over 200 hours in addition to regular studio hours, the equivalent of 5 weeks of work for someone who has a standard 40-

hour job. I'm sure you agree, this is not sustainable. Could you imagine if you're employer asked you to work an extra 200+ hours outside of office time for no extra compensation? This is why Vanessa confirms your lessons in advance of invoicing each month, so as to avoid excessive re-scheduling. Please be respectful of her time.

We ask **respectfully** that you read the points below carefully and do your best to adhere to them and that you **ONLY** cancel when you absolutely have to and have already tried alternatives for your other activities. My schedule is **EXTREMELY** tight with very little wiggle room for make-ups. Please expect these protocols below to be enforced.

- Lessons are paid for in advance. Just because a lesson has been paid for does not guarantee that it can be rescheduled.
- If a student must miss a lesson, then 24 hours' notice must be given. If not, then the lesson must be paid for, **without offer of re-scheduling**
- If sufficient notice is given, Vanessa will do her best to reschedule within 60 days of the missed lesson, but **this is never guaranteed**.
- Starting September 2025 refunds, credits, and rollovers will not be given **under any circumstances** when the lesson is missed or cancelled by the student, even when sufficient notice is given. Please do your best to plan ahead and give as much notice as possible.
- Vacations, sports (even if last-minute), too much homework, or "I haven't had time to practice enough" are **not** considered valid reasons for missing lessons.
- In an emergency, Vanessa will be as flexible as possible and do her best to accommodate.
- Online Lessons via FaceTime (Zoom is no longer an option) are a great way to ensure lessons still happen if transport or mild sickness is an issue. Please always ask for this alternative.
- Rescheduled lessons are never guaranteed.
- A rescheduled lesson cannot then be re-rescheduled a second time.

SICKNESS, STUDENT VACATION & DISCONTINUING LESSONS

SICKNESS

- If a student is sick, please give as much notice as possible.
- **Sickness includes colds, coughs, runny noses, sore throats and sniffles.**
- It is important that sick students take the time to heal and look after themselves. If a sick student attends a lesson, this puts both other students and the teacher at risk.
- If the student feels well enough to take a lesson, please consider a virtual lesson so that the sickness is not passed on to Vanessa or to other students.
- If a student comes to a lesson and is sick or potentially contagious, they will be sent home immediately and that lesson will still be paid for, since it is too late to offer the slot to someone else by that time.
- Let's do our best keep each other healthy!

STUDENT VACATION & EXTENDED BREAKS

- If a student takes a vacation, a minimum of 30 days' notice is requested.
- An extended break is considered one month or more. This is particularly important in the summer months. If several student families all take off at the same time, time is needed to re-arrange the schedule and the studio, as studio rent is paid two months in advance.
- A lesson retainer fee may be negotiated or the student risks losing their time slot.
- If the vacation is a last-minute decision, then monthly lessons must still be paid for. If Vanessa is able to find another student to take your slot whilst you're on vacation, then the lesson rate will be adjusted accordingly.
- Student families may opt to pay the regular monthly amount as a retainer to ensure their spot is reserved. The retainer is 25% of a regular month's fees.

DISCONTINUING LESSONS

Please provide 30 days' notice if you wish to discontinue lessons. If 30 days' notice is not given, then the student pays for those lessons.

Refunds are only given if 30 days' notice is provided.