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Welcome to Utah Vocal Arts Academy! Please read this contract thoroughly and sign at the bottom, stating that you accept these terms. Contact us if you have any questions!

### **Payment Options**

1. All students pay a one-time registration fee of \$20, which is included on the first invoice.
2. UVAA offers the choice of 30-minute or 60-minute voice lesson contracts. 45-minute lessons can sometimes be arranged under certain circumstances.
3. All voice lessons are provided under contract, with specific payment obligations. The lesson will not be provided if payment has not been received before the payment deadline.
  - a. Students who fail to appear for a scheduled lesson will still be charged for the lesson.
4. The student may opt for a monthly payment schedule or a weekly payment schedule at a higher rate.
5. All students are required to have an active credit/debit card on file with us. It will be charged according to the payment plan you decide on.
6. UVAA communicates primarily through email. Students and/or parents are expected to read and respond to emails in order to maintain their spot in the studio.

### **Monthly payments**

1. Students prepay for a calendar month of weekly lessons.
  - a. Lower cost than weekly payment plan
  - b. Guarantees student a dedicated time slot each week of the month
2. Students will have one lesson each calendar week.
  - a. Monthly payment plans cover four or five lessons, depending on the month.
  - b. UVAA is closed November 24, 2021 through November 28, 2021 as well as December 23, 2021 through January 2, 2022. Students will not be charged for lessons that fall on days that UVAA is closed.
  - c. In the event that a student should decide to have fewer than one lesson per week (4 per month), the lesson price will automatically be increased to the weekly lesson cost.

3. Students will receive an invoice before the 1st of each month.
  - a. The invoice will list every scheduled lesson time for the student.
  - b. Students on the monthly plan must sign up for autopay on My Music Staff.
  - c. Automatic payments that do not process by the 3rd of each month will be considered late and the student will be charged a \$25 late fee.
4. Lesson fees are nonrefundable. Should a student choose to discontinue lessons at any time during the month, no refund will be issued.

### **Weekly payments**

1. Lessons are scheduled week-to-week based on teacher availability.
  - a. This plan has a higher per-lesson rate.
  - b. This rate applies to bi-weekly and other custom lesson schedules
2. Students will receive an invoice when lessons are scheduled.
  - a. The invoice will list every scheduled lesson time for the student.
3. Payment for each lesson is due *before* the scheduled lesson time.
  - a. Students who fail to appear for a scheduled lesson will still be charged for the lesson.
4. If payment is not received before the scheduled lesson time and the student does not attend the lesson, the lesson fee is still owed.
5. Lesson fees are non-refundable.

### **Acceptable Payment Methods**

1. Students on the Monthly plan may only pay for their lessons using My Music Staff Autopay.
  - a. Students sign up for autopay via My Music Staff Student Portal. Students must have one credit card submitted and selected on My Music Staff.
  - b. Monthly payments will be automatically charged on the 1<sup>st</sup> of each calendar month.
2. Students on the Weekly plan may only pay for their lessons using one of the following methods:
  - a. PayPal: Each invoice includes a link to pay online via PayPal. \*PayPal applies a service fee
  - b. Venmo: Students may pay @Isaac-Hurtado before their lesson.

## Cancellations

### **Student Cancellations**

Should you not be able to attend to your scheduled lesson time, you have the following options:

1. **Have your lesson remotely.** We have found that lessons over Skype, Facetime, or Zoom can be just as productive as lessons in person. Even if you are sick or cannot sing, you can still make meaningful use of your lesson time with your teacher discussing music, language, context/ meaning, acting, breathing concepts, etc.
2. **Send someone else in your place.** You are paying to reserve a time in your teacher's schedule, and you can use it how you would like. You can send a parent, sibling, spouse, or friend that is interested in voice lessons in your place to use your time. Parents could also come in to discuss goals or concerns with their child's teacher.
3. **Contact the front office at least 24 hours in advance to inform them you won't be at your lesson, and gain access to a group make-up lesson.** It is important to us to provide a makeup option when neither of the above options work for you and you must miss a lesson. While many other studios opt for a "no makeups" policy, we want to be flexible and accommodating for our students, while still being respectful of our teachers' personal time.
  - a. If you must miss your weekly lesson, you are required to contact the front office by email to inform us or cancel your lesson via My Music Staff with at least 24 hours' notice. If sufficient notice is given, you will be added to a list of students invited to the monthly makeup group lesson.
  - b. The monthly makeup group lesson will take place on the last Saturday of every month from 12:00-12:45 pm. They will take place at the studio and be taught by Dr. Isaac Hurtado or another UVAA teacher.
  - c. Students **MUST** report their absence within 24 hours to the front office to be eligible to attend.
  - d. Students **MUST** attend the makeup group lesson during the month of their absence. Credits do not roll over to the next month.
  - e. Any student can opt to join the makeup group lesson (without having an absence) for an additional charge. Contact the office if you are interested.
  - f. This policy applies specifically to when a student cancels a lesson. If a teacher cancels a lesson, the policy is explained below. No refund or makeup credits will be offered to students when they cancel a lesson.

## Teacher Cancellations

Periodically, teachers will need to cancel a lesson. In that event, the following applies:

1. Students will be given notice by text, phone, or email.
2. Lessons canceled by a teacher *will be rescheduled* during the same UVAA semester.
  - a. The teacher will contact the student to schedule the make-up.
  - b. The make-up lesson may be taught by another UVAA faculty member if the student/teacher schedules are not compatible.
  - c. Students also have the option to sign up for the makeup group class if they prefer.

## Teacher Pricing

Rates for UVAA faculty are determined by their levels of education and experience.

The table below includes every UVAA teacher's monthly and weekly rates.

Payment Plans		
Teacher	Monthly (4 weeks/5 weeks)	Weekly
Dr. Isaac Hurtado	30 Minute Lessons: \$240/\$300 (\$60/lesson) 45 Minute Lessons: \$360/\$450 (\$90/lesson) 1 Hour Lessons: \$480/\$600 (\$120/lesson)	30 Minute Lessons: \$70 45 Minute Lessons: \$100 1 Hour Lessons: \$130
Holly Michelsen	30 Minute Lessons: \$120/\$150 1 Hour Lessons: \$240/\$300 (\$30/half hour)	30 Minute Lessons: \$36 1 Hour Lessons: \$72
Andrea Church Briscoe	30 Minute Lessons: \$108/\$135 1 Hour Lessons: \$216/\$270 (\$27/half hour)	30 Minute Lessons: \$32 1 Hour Lessons: \$64

Ally Christiansen	30 Minute Lessons: \$112/\$139 1 Hour Lessons: \$224/\$278 (\$28/half hour)	30 Minute Lessons: \$33 1 Hour Lessons: \$66
Tiffany Parker	30 Minute Lessons: \$120/\$150 1 Hour Lessons: \$240/\$300 (\$30/half hour)	30 Minute Lessons: \$36 1 Hour Lessons: \$72
Chase Petersen	30 Minute Lessons: \$100/\$125 1 Hour Lessons: \$200/\$250 (\$25/half hour)	30 Minute Lessons: \$30 1 Hour Lessons: \$60
Ciara Snapp Brown	30 Minute Lessons: \$104/\$130 1 Hour Lessons: \$208/\$260 (\$26/half hour)	30 Minute Lessons: \$31 1 Hour Lessons: \$60
Jenny Andrus	30 Minute Lessons: \$100/\$125 1 Hour Lessons: \$200/\$250 (\$25/half hour)	30 Minute Lessons: \$30 1 Hour Lessons: \$60

### **Masterclasses and Recitals**

1. We try to provide one recital or performing opportunity per month. Students sign up with their teachers to perform in the recital. There is a \$15 recital fee to participate, which helps cover the cost of renting the recital space and compensating accompanists.
2. Special masterclasses will periodically be held, and extra participation fees may apply.
3. Information about recitals and masterclasses will be sent to students and parents through email.

**I have read and accepted the terms as outlined in the UVAA pricings and policies contract.**

**I understand that this contract is valid through January 1, 2022.**

Student Name Printed: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

(If Student is under the age of 18 years)

Date: \_\_\_\_\_