

Marquese Carter, tenor, M.M.
Studio Policies and Contract
(Effective August 2017)

Rates and Payment

Lesson Rates

- 1-hour Voice Lesson: \$50
- 1/2-hour Voice Lesson: \$25
- Musicianship Lesson/Diction Coaching: \$30 per hour

Payment Options

1. Monthly Payment (preferred): Paid via Venmo, cash, or check on the first of each month unless other arrangements are made. **Four (4) 1 hour lessons is \$200 per month. Four (4) 30 minute lessons are \$100 per month.**
2. Payment at the end of each lesson in the form of cash or check. Venmo is not an option for this pay schedule.
3. The Venmo electronic payment app can be downloaded from the Apple App Store or Google Pay. You may also create an account online.

Studio Policies

Student Expectations

1. All new students will have a 15-20-minute interview/consultation with Marquese prior to their first lesson.
2. Students should bring a piece of music to work on for the first lesson ("My Country 'Tis of Thee" or "Happy Birthday" for example). Also, studio policies will be discussed. This is a chance to see if the student-teacher relationship is a good fit.
3. Students should come to lessons with a positive attitude and with any assignments prepared.
4. Students should maintain a repertoire binder and bring it, with a pencil, to each lesson.
5. Students are **strongly** encouraged to video or audio record their lessons for their own benefit.
6. It is the student's responsibility to write down vocalises and exercises, and to organize their practice around the lesson goals decided between teacher and student. I am glad to give guidance on practice methods

Being prepared for your lesson sets us up for the most efficient and fun lesson experience for you!

Lesson Cancellations

To cancel a lesson, notice must be given 24-hours in advance of the lesson. If a student fails to give adequate notice, they will be expected to pay the lesson fee in full. If the teacher must cancel the lesson, a free make-up lesson will be scheduled within a week.

Late Payment

There is a \$5 per week fee for late lesson payments.

Skype Guidelines

1. Payment Arrangements will be made on a case-by-case basis using Venmo or other means.
2. Students must be dressed appropriately for a lesson. No pajamas or partial clothing please!
3. Student computers must be equipped with a microphone, and camera (high-definition preferred).
4. Students should position their computers so that their entire body is visible in the camera.
5. Students should be in a well-lit room, preferably with light-colored walls.

Accompanist Policies

1. Most intermediate and advanced/professional-level students will be required to obtain a pianist for the second half of the lesson.
2. I maintain a list of approved pianists that have shown themselves to be professional and good collaborators. Student suggestions are welcome, but I reserve the right to request the student find a new pianist if problems arise.
3. I am glad to accompany beginning and early-intermediate students if needed.
4. Payment arrangements for the pianist are between the voice student and their chosen pianist.

Referral Incentive

If a new student is referred to me by an existing student and attends at least one lesson, the referring student **will receive one free 1-hour voice lesson (\$50 value)!**

Meeting Location Options

1. Via Skype
2. Various Studio Spaces in Bloomington, IN

The teacher will reserve the right to annually raise lesson rates following cost of living increases. Students will always be made aware of any changes to these policies at least month prior to the effective date.

I, Marquese Carter, commit to maintaining a professional and safe environment conducive to creative learning and artistic growth!

Please sign and return the bottom portion of this contract by the second lesson. Keep these policies for your records.

I have read and acknowledge my obligation to observe the policies listed above. I know that failure to abide by the Studio Policies may result in dismissal from the studio. Additionally, I agree to pay lesson fees by the end of each lesson, or monthly by the first of each month.

Printed Name: _____

Signature: _____

Date: _____