



## Private Voice Lesson Parent/Student Responsibilities

All parents/students agree to follow all Fort Wayne Youtheatre policies/procedures outlined here and in the provided Student Handbook. Failure to do so may result in dismissal from the program.

This program is a semester-long commitment. Participants will be responsible for payment for all scheduled lessons. *(See exclusions on the Refund/Cancellation section.)*

### **Enrollment:**

By enrolling in Fort Wayne Youtheatre Private Voice Lessons, you recognize this as a semester-long commitment and that you are reserving a specific day/time to be in the studio. You agree to be financially responsible for the entire semester despite cancellations or early termination by student/parent. *(See exclusions on the Refund/Cancellation section.)*

### **Payment:**

- Tuition is due at the first lesson of every month. (An invoice will be sent at the end of the prior month.)
- Cash/Checks can be brought to their instructor or credit card payment made at the link provided on your invoice.
- Please note that if paying by card, a nominal fee of 3% is charged. If paying by cash/check, that nominal fee on your invoice can be deducted; and you can use the Subtotal as your total for that month.

### **Resource Fee:**

A once-per-year Resource Fee of \$25.00 will be invoiced and due at your first lesson of the semester. Resource Fees cover extra costs of folders, binders, music books, music sheets, printing etc. All students will receive a large sturdy binder with all their sheet music to keep.

### **No Shows:**

If you do not show to your lesson, it will be considered a forfeited lesson. No refunds or credits will be issued for forfeited lessons. If there are multiple no-call/no-shows, it may result in the loss of your reserved time slot & you will be responsible for payment for the remainder of the semester.

## Private Voice Lessons Refund/Cancellation Policy

### Cancellations:

#### *Cancellations Made by Parent/Student:*

You are still responsible for the full amount owed (\$25.00 per 30 minutes) for lessons you cancel, except as follows: 1.) Students are allowed no more than 2 rescheduled lessons per semester, subject to instructor availability. Reschedule requests must be submitted to the instructor no less than 5 days prior to the lesson. 2.) Students may cancel up to 1 lesson per semester for vacations, school commitments, etc. by informing the instructor at or before the start of the semester. In this instance, payment for the canceled lesson is waived.

#### *Cancellations Made by Instructor:*

If a cancellation is made by your instructor due to illness or other reason, the parent/student is allowed to schedule a make up lesson. If no make-up lesson can be agreed upon by both parties, then the parent/student will not be responsible for payment of that missed lesson.

#### *Lesson Cancellations:*

If you change your mind prior to the semester start, **we require you cancel enrollment 1 week before the 1<sup>st</sup> lesson**. In this instance, you will not be charged for any lessons or the resource fee. If you cancel after that 1-week time limit, you will be responsible for payment for the 1<sup>st</sup> month of lessons & resource fee (your original deposit).

**If you cancel after you've had one or multiple lessons** up to the halfway point of the semester (the 7<sup>th</sup> week of the semester), you will be responsible for payment for the 1<sup>st</sup> half of the semester (up to & including the 7<sup>th</sup> week), but not for the 2<sup>nd</sup> half. The resource fee will not be refunded in this instance. A final invoice will be sent for your remaining balance. Failure to submit payment can result in the student not being able to participate in any other Fort Wayne Youtheatre activity until payment is settled.

### **Failure to comply:**

Failure to comply with any Fort Wayne Youtheatre's policies, procedures, payments etc. may result in dismissal from the program. Final invoice(s) will be sent for any remaining balance. Failure to submit payment can result in the student and or other family members not being able to participate in other Fort Wayne Youtheatre activities until payment is settled.

### **Contact Info:**

Fort Wayne Youtheatre  
303 E. Main St.  
Fort Wayne, IN 46802  
269-422-6900 (if no answer, please leave a message!)  
[admin@fortwayneyoutheatre.org](mailto:admin@fortwayneyoutheatre.org)

Instructor: Alyssa Plisco | [alyssa@fortwayneyoutheatre.org](mailto:alyssa@fortwayneyoutheatre.org)