

## Heather Ward Voice – Studio Policies

Welcome to my voice studio! I look forward to working with you. Please read the studio policies carefully and feel free to ask any questions.

1. Payment is expected prior to or at the start of your lesson and can be made via cash, check, or Venmo (@Heather-Ward-34) or PayPal (heatherjward1@gmail.com). If you have purchased a package of lessons, complete payment is expected prior to or at the start of the first lesson of the package.
2. Lessons cancelled within 24 hours of scheduled time may be forfeited and payment still expected unless we make other arrangements – this will be discussed on a case-by-case basis. Lessons cancelled with more than 24 hours notice may be made up at a mutually agreed upon time within a month of your originally scheduled lesson time. If unable to schedule a makeup within a month's time, you will forfeit said lesson.
3. Lessons will begin and end promptly at scheduled time. My studio is in my home and I do not have a waiting area. Please keep this in mind when planning your arrival. There is parking on street or in nearby high school lot.
4. Communication is welcome and expected. Please feel free to email me at info@heatherwardvoice.com or to text me at 206-719-8324. Text is preferred for time-sensitive messages.
6. When using sheet music, please bring two copies to all lessons – one for you and one for me. If I assign you music, it is your responsibility to purchase sheet music for yourself. Sometimes I will provide you with a copy if I can do so legally and I already have the music, but be prepared to obtain it for yourself. I am happy to help you locate it if you are not sure where to find it.
7. Please be aware that I have a very friendly dog. If you are allergic, please take precautions or we can find you a more suitable teacher.

My signature means I understand and agree with above policies.

Student's Name:

Date:

Parents Name:

Preferred Phone:

Preferred Email:

Signature of Parent if student is under 18: