

Andrea Claburn Voice Studio - Studio Policies

Lessons/coaching at Andrea Claburn Voice Studio are designed to develop the unique vocal artistry and musicianship of each individual student. I want to keep studio policies transparent and clearly articulated to avoid misunderstandings. These policies are set to conform with professional industry standards and ensure mutual respect between instructor and student, as well as the confidentiality and privacy of all students at the studio.

Tuition

\$110/hour (\$85/45 minutes, \$55/30 minutes)

Duration of the lesson will depend on the age, experience, and musical goals of the student and will be agreed upon in advance.

Payment

For students in regular weekly or biweekly time slots, invoices will be sent via email and payment will be due at the beginning of the month via Venmo (@andreaclaburn), PayPal (andrea@lot49.com, use "sending to a friend"), or Check/Cash. For those booking single lessons or coaching sessions, payment is due 24 hours in advance.

Cancellations

Lessons must be cancelled a minimum of 24 hours in advance. Cancellation less than 24 hours before the lesson must be paid in full and will not be rescheduled.

Punctuality

Lessons will end at the appointed time even if the student is late for their lesson. Professional standards for musicians are very high and my goal is to practice and reinforce those standards.

Confidentiality

Students can trust that all topics shared in a private lesson will be kept exclusively between the teacher and student. Under no circumstance will private information be shared about students, including their names, without explicit consent from the student and/or their parent/guardian.

Non-Disclosure of Materials

Material given in the course of students' work is developed specifically for AC Voice Studio. Students agree that such material is solely for students' personal use, including all audio recordings of lessons, and may not be distributed digitally or otherwise.

Student Responsibilities

Students are expected to bring the following to lessons: (1) water, (2) repertoire (3) a digital recording device (iPhone, iPad, etc.), (4) a pencil for marking charts/sheet music. **For Zoom lessons, student will need an external playback device + speaker to play backing tracks (e.g. iPhone + Wonderboom).**

Students are expected to maintain regular practice schedules outside of lessons. Minimum practice recommendations, apportioned in sessions no less than 15 minutes in length: (A) 90 min/week for beginning students, (B) 140 min/week for intermediate, (C), 180 min/week for advanced. These are *minimum* requirements and may expand according to individual circumstances and goals.

Thank you for taking the time to read and understand the studio policies. I look forward to a productive musical journey together!