

MELISSA HOLM-JOHANSEN

Voice Studio Policies

Welcome to the studio! Please sign below and return to me before your next lesson.

1. Lessons are organized into “sessions” corresponding with the seasons of the year: fall (Sept – Nov); winter (Dec – Feb); spring (March – May); and summer (June – Aug). Each session consists of 8 lessons.
2. Tuition is charged per session, not per lesson, and must be paid in full before the first scheduled lesson of each session. *A late fee of \$10 per week will be assessed until tuition has been paid in full.*
3. The studio accepts Venmo, PayPal, cash, and checks.
4. Lessons are scheduled *by the student / family* and *online*. Instructions for registration, login, and use of the online scheduling system are provided via email. The system also has event info, studio news, practice tips, and more.
5. Lessons may not be carried over into the next session; for example, you can’t take 7 lessons in fall and 9 in winter. You may, however, add extra lessons at the end of a session.
6. If you decide to reschedule a lesson, you must do it at least 24 hours in advance. Open lesson slots can be found via the online system.
7. If you decide you need to cancel a lesson and NOT reschedule it, you may submit a video, which must be at least 10 minutes in length and must be submitted no later than 48 hours after the scheduled lesson time. I will send back a video critique within 48 hours of your submission. *This offer does NOT apply to missed lessons (no-shows).*
8. If the student has not arrived within 15 minutes of the start of the lesson and has not given notice, it goes down as a missed lesson (no-show).
9. No refunds are given for cancelled or missed (no-show) lessons.
10. The teacher may also initiate a request to reschedule a lesson based on their needs but we will work together to find a mutually agreeable date.
11. All lessons are in-person at my studio by default. You may request an online lesson in case of slight illness, inclement weather, or other extenuating circumstance, *at my discretion*. Please inform me as soon as possible, for example, if you wake up with a sore throat, send me a note right away.
12. Because of the expectation that lessons are in-person at my studio except for extenuating circumstances, I do require a copy of your COVID-19 vaccination card. Please provide a scan or photocopy before the session begins.
13. While not mandatory, participation at studio classes, masterclasses, cabarets and recitals is highly encouraged. Performance training is an essential part of development as a singer. The feedback provided from these opportunities is very beneficial to singers of all levels. Such events occur every month, usually run about 2 hours and are informal and non-competitive in nature. Pianist can be provided for a fee as needed.

14. The student should arrive for each lesson no later than 5 minutes prior to the start time. Be prepared with all materials (IPA sheets, sheet music, books, anthologies, background materials etc.) compiled and contained in a folder. Phones should be silenced but I do encourage you to record your lesson.

Please sign and return before the start of your next lesson to:

Melissa Holm-Johansen
6018 Goodrich Ave
St Louis Park MN 55416

www.melissaholmjohansen.com

holmbird75@gmail.com

952-457-4845

I have read and I understand the above policies.

Student

Print Name _____

Signature _____ Date _____

Parent/Guardian (students under 18)

Print Name _____

Signature _____ Date _____