



VELARDE VOICE STUDIO

STUDIO POLICIES for Singing Voice Specialist (SVS) Habilitation Sessions

1. You must attend your sessions regularly. A **24 hours cancellation policy** is strictly enforced. You are financially responsible for all scheduled sessions, with or without a completed make-up session.
2. Email to rachel@velardevoice.com or cancellation through www.velardevoice.com are the most reliable ways to give advance notice. You may also call or text (480) 331-7390 for cancellations. **If Rachel does not respond to your message, the lesson IS NOT considered to be cancelled.**

3. I communicate mostly via email. Please check your email regularly for updated studio information and lesson notes from each lesson. Please join the **Velarde Voice Facebook Fan Page** at www.facebook.com/velardevoice.

4. To obtain a make-up session, you must cancel 24-hours in advance, with acknowledgement from Rachel. Arrive at your session on time (notify Rachel if you will be more than 5 minutes late); it is *your* paid time. If you are more than 15-minutes late, the session is counted as a late cancellation with no make-up session given.

5. Lesson fees: Initial Evaluation, \$165/90-minutes Subsequent Sessions, \$110/50-minutes

6. **Payment is due in full at EACH session.** Payment must be received by the next session, or a **\$35 surcharge will be added to the current invoice, payable immediately.** Rachel will be as flexible as possible for those with special financial needs or concerns when communicated ahead of accrual of charges. Automatic invoicing via the Studio Website occurs 10 days before the end of each month – if you have any questions about the invoice, please contact Rachel immediately. Payment accepted is via the **PayPal link** in the Studio Invoice, **cash**, or **check** made out to **Velarde Voice, LLC.**

7. SVS work is expected to be short-term, generally 6-12 sessions. At that time, Rachel will refer you to another teacher to continue your vocal journey.

8. Rachel will require the purchase of music that will be beneficial to your study. **Bring ALL current music with you to each lesson and be prepared.**

9. **PRACTICE.** Bring an **SDHC Camera Memory Card** (16GB minimum – to be dedicated for voice sessions) to each session. We will record vocalises, music and monitor your progress by creating a new video file at each session; save the session to your computer each time and delete the file from the memory card so it is free for use at your session. Listening to and watching yourself on video is extremely valuable in bringing greater understanding of your voice and in making vocal progress.

10. After all these “rules,” (this is my business as well as my avocation) we are here to learn better vocal technique, to help you with your vocal habilitation, and to **HAVE FUN!** If singing is not enjoyable, the voice will not work correctly, no matter how hard you try. So, relax, have fun, and make music. I look forward to working with you!! Happy Singing.