

# *The Vocal Studio of Monica Robinson*

**2431 Pinetree Place  
Yorktown Heights, NY 10598  
(914) 962-3807**

## **VOICE LESSON POLICIES**

Half hour (30 minute) lesson

Three-quarter hour (45 minute)

One-hour (60 minute)

## **Cancellation Policies:**

I will make every attempt to reschedule cancellations, but I ask that you give at least 24 hours notice. In the event of last minute illness, transportation crisis, "I forgot", etc., I will expect to be paid in full for the missed appointment. I continue to keep Saturday afternoons, from 4-5 pm reserved for those students who wish to make up a missed lesson. The Saturday make-up lesson will be 30 minutes or 45 minutes, depending on time available and will take place the week of the cancellation – NO EXTENSIONS, NO EXCEPTIONS!!!!!! I must be very strict in enforcing this policy as I generally teach 45-50 lessons a week. Calling me after 9:00 PM on the evening prior to a scheduled lesson does not allow me to fill your spot from students on my weekly waiting list. This is not fair to me, or to your colleagues who may be waiting for an open lesson time.

In the event I must cancel your lesson and am unable to reach you within the 24 hour period, your next scheduled lesson will be half price.

## **Payment Policies:**

Per-lesson basis: Payment in full is expected at the conclusion of each regular or make-up lesson.

Monthly Basis: Payment in full for the upcoming month is expected at the conclusion of the first lesson of each month. You will not be guaranteed a make-up.

Please call for rates.

Thank you for your understanding and compliance with these policies.