



## West Side Vocal Academy Contract: 2023

I, \_\_\_\_\_ (purchaser) agree to enroll \_\_\_\_\_ (student) into the Winter/Session 1 Term at WEST SIDE VOCAL ACADEMY. Date \_\_\_\_\_

### Tuition Policy:

1. Payments may be cash or check made payable to WEST SIDE VOCAL ACADEMY.
2. A \$15.00 fee will be added to your account for all returned checks.
3. Payment and signed contract are due on the due date stated on the bottom of this form, or thereafter, pending cancellation of this contract by the instructor.
4. The purchaser understands and agrees that tuition payment secures individual instruction for voice and classes chosen and is binding to the rules of this contract.

### Early withdraw/Student Dismissal:

1. The purchaser agrees that withdrawing within the first 5 weeks from the current Term will not require any reimbursement from the WEST SIDE VOCAL ACADEMY .
2. The purchaser agrees that withdrawing after 5 weeks will result in payment of \$40.00 per 1/2 hour, \$60.00 per 3/4 hour, and \$80.00 per hour. This new rate will then be deducted from the payments made thru the withdraw date. A payment must then be made to cover the new balance or a refund will then be issued for the balance remaining.
3. The instructor can expel any student, at any time, for any reason, from all lessons. The purchaser understands and agrees that a students dismissal for any reason, does not require any reimbursement of any portion of tuition.

### Lesson Cancellation/Absence policy: Text your Instructor

1. **Twenty Four Hour** notice is required to receive a makeup lesson cancelled due to illness etc.
2. **5 day** notice is required to receive a makeup for a lessons cancelled due to schedule and/or rehearsal changes.
3. **Two Week** notice is required to receive a makeup for scheduled cancellations (vacation, field trips, school functions, dress rehearsals etc). This guarantees a make-up by the instructor either before or after the said absence.
4. Because WEST SIDE VOCAL ACADEMY has committed to a schedule made with Weathervane Playhouse, as the purchaser has with the instructor, make-up lessons or reimbursements are not guaranteed and are subject to the instructor's approval.
5. Approved absences will be made-up at a mutually agreeable time between the student and instructor. A reasonable effort will be made by the purchaser and the instructor in scheduling approved make-up lessons. **Lessons should be made up within the semester from which they were cancelled.** Exceptions to this rule must be approved by the instructor.
6. The instructor is not responsible for make-up lessons due to illness, forgetfulness, tardiness, unavoidable cause, or untimely notification. Make-up lessons due to the above circumstances are at the discretion of the teacher and are not guaranteed.

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### Zoom Lesson info:

#### Zoom - has the best sound (preferred method)

Download the zoom app at <https://zoom.us>

We will send you an email with a link to the "meeting"

Open Zoom 5-10 minutes before your lesson

Click "Join meeting"

Enter meeting ID/Password that is provided in the email into the box

Enter meeting. We may have you in the waiting room and when we are ready to start the lesson we will admit you!

Choose -Test Speaker and Microphone, answer the questions then close window

For best audio on zoom, follow the recommendations below:

This may seem like a lot but after the first time you will be a pro! (and it should save your settings)

Find the Microphone in the bottom left corner

Choose audio settings, Choose Advanced at the bottom right

Click Show in Meeting Options to Enable Original Sound

Click on Suppress Persistent Background Noise- Click Disable

Click on Suppress Intermittent Background Noise- Click Disable  
then close the window

Try to be in a alone and in a quiet space

You can or cannot use headphones - your choice

You can or cannot choose to have a USB mic

We will walk through some of the other options together on your first online lesson!

**Try to be alone and in a quiet space.** No back ground noise i.e. people walking around, talking, tv sounds, kitchen and dishes clanking. It all comes through the mic. WE hear it!

**Lighting from the front when possible.** Windows in the background and overhead lights can be blinding.

### **Microphone Recommendations**

For the best audio feed, the use of a microphone is *recommended but not necessary*. Included are different price points and even some recording microphones. Make sure that they work with the devices that you plan to use for lessons. Below is a general list based on information I have gathered from other voice teachers and online platforms. These are only suggestions and there is a lot of info and recommendations if you search online. You may find something not on this list that better suits your needs. Websites may have different price points so shop around.

USB Microphones

Blue Snowflake - This is what I have at home. Cost effect and portable. Blue

Snowball \$80-90

CAD U37 -\$100

Blue Yeti is a favorite for many voice teachers. Different Price points.

Shure

Zoom iQ6/7 Mic/Recorder for iPad/iphone \$100

Others to investigate - Apogee Plus, Rode NTUSB,

Check Amazon and other sites. [sweetwater.com](http://sweetwater.com), [shure.com](http://shure.com), [audio-technica.com](http://audio-technica.com), Target, Best Buy

### **You will need a second device to play your piano tracks.**

Any combination can work. Phone, Ipad, Laptop, etc.

### **Headphones or Ear buds**

Make sure to have a pair of headphones or earbuds, wired or wireless.

**Internet Connection** - Ethernet connection is the most reliable. An ethernet cable from router to device will provide the strongest connection. Adapters are available for all devices. Wifi often works well but can be spotty. It may be necessary to use Cellular Data and arrange device as needed. Questions??? No worries.... just ask us!

### **Placement of Video device**

1. Whatever video device that you will be using should look level from waist up while you are standing.

# WEST SIDE VOCAL ACADEMY

# REGISTRATION AND PAYMENT POLICIES

2. You should look straight ahead into the camera, not down and not up. I want to see more of you instead of the ceiling or your chin!
3. Good posture for singing whenever possible!
4. This may mean that you need books/boxes to prop up your device or a little tripod for your phone or iPad. Duct tape works also! Yes....it's been done!

