



## Voice studio policies and guidelines

1. **Lessons are 30** minutes each week, unless other arrangements are made.
2. **Tuition (rather than lesson fee) is ¥6,600 each month**, based on 30 lessons at ¥2,000 each, divided over nine months (September through May). Students who do not miss any lessons throughout the year actually receive more than 30.
3. **Tuition is due by the second lesson of each month.** Payment options are cash brought to the lesson, deposits or transfers to my postal savings account (details available upon request), or PayPal transfers to [wsponzani@gmail.com](mailto:wsponzani@gmail.com). Monthly invoices will be issued and payments will be received.
4. **Missed lessons will not be made up.** Make-ups or refunds will be considered only in the case of extended illness or my cancellation.
5. **Students with lessons on Mondays or Fridays** have a lesson on days when there are no classes but staff members are working. There are no lessons when school is closed completely.
6. **Students are expected to be punctual to lessons.** Students arriving more than 10 minutes late will have forfeited that lesson.
7. **Students are expected to be prepared for each lesson** by practicing throughout the week. I understand that workloads are heavier at some times. However, if it becomes apparent that a student is not practicing over repeated weeks, lessons may be terminated. No refund of tuition paid to that point will be given.
8. **Most music will be signed out to students** and is to be returned in good condition, taking into account normal wear and tear. Lost or misused music will be charged a replacement fee.
9. **I am willing to record melody lines and accompaniments** for students who do not have keyboard skills or access to a keyboard. These recordings are distributed as MP3 files from my website: <http://staffsites.caj.or.jp/sponzani/voicelessons/>.
10. **From time to time throughout the year, studio classes may be held.** These will be informal 30-minute classes when all of my students will sing one song for each other. Their purpose is to give performance and listening experience. These will be scheduled when convenient for most students and me.
11. **Here are anticipated performances for this year:**
  - a. Solo and Ensemble Festival: *Saturday, November 13*
  - b. Senior recital: *April*
  - c. Student recital: *Late May*
12. **Additionally, students are highly encouraged to sing a solo or duet for a Sunday service** at their church or another at least once each semester. This is using one's voice to glorify God and impact the world for Christ. I will be glad to help with the arrangements, including accompanying.