



Private Voice Lesson

Policies and Procedures (Please, read in full)

1. INSTRUCTOR / STUDIO INFORMATION

Dr. Eun Ah Roh: Instructor of Voice & music literacy
Doctorate of Musical Arts, Voice performance at The Catholic University of America
Assistant professor of Music, Northern Virginia Community College
Professional Vocal Artists, Vocal Artists Management Services (VAMS)
20+ years of Voice teaching experience

Contact: (725) 222 - 8922

Email: info@eunahroh.com

Website: www.eunahroh.com/classicalvoiceacademy

Studio Location: **Henderson, NV 89044**, and Online

Please, feel free to get in touch with me via email or by calling / texting and I will get back to you as soon as possible.

2. STUDIO OBJECTIVES

- To cultivate a healthy vocal technique through exercises and various styles of repertoire.
- To encourage and foster the understanding and appreciation of various musical styles and concepts.
- To set and achieve goals; varying based on the individual.
- To encourage professionalism and respect in the studio, in performance, and in other venues involving vocal study, repertoire, and performance.

3. LESSONS / CLASSES

- Lessons are held **weekly** throughout the year with the exception of holiday breaks. However, there will be extra lessons per week based on the student, who is preparing for competitions, concert, and/or auditions (college, opera, show choir, musical, etc.).
- Private lesson is 60 minutes.
- Music Theory, Piano, Dictions, and Sight Singing Classes can be added to your Voice lesson upon request.
- Recital fees, recordings, and other essentials (i.e. notebook, binder, sheet music, scores) are not included in the tuition price.
- There are **2-4 Master classes** depends on circumstances throughout the year.
- There will be **2 Recitals** per year.
- Only accept 20 students as maximum. (Will be on waiting list after)

4. PERFORMANCE OPPORTUNITIES: **Masterclasses and Recitals**

- There are **TWO to FOUR Master classes** depends on circumstances throughout the year. This master class will take the place of the student's regular lesson for that week, unless otherwise specified. Every month students will prepare and work towards their performance in master class. Lessons and master classes are held in my home studio.
- There will be **TWO Recitals** per year. This recital will be around on June, and December. Before each recital we will review recital etiquette and the expected preparation for each student. Recital locations are TBA.
- Students will be encouraged to perform at least one piece on a recital. Performances allow students to showcase their hard work and talent for loved ones and would be a good venue to practice for performances and auditions outside of the studio.
- There may be some additional small fees involved (accompanist fees, hall rental).
- All master classes and recitals will be scheduled at the beginning of each semester and will be listed on the studio calendar. You can find the studio calendar in the "voice lessons" section of the studio website. (www.eunahroh.com/classicalvoiceacademy)

5. PAYMENTS & FEES

- Private Voice lesson:
 - **Payments must be made upfront** as monthly or weekly
 - 60 minutes lesson: \$100 per lesson
- Music Theory, Piano, Sight Singing Class: please ask me.
- Payments method: Cash, check, PayPal, and Venmo.
 - Checks should be made payable to **Dr. Roh Classical Voice Academy**
 - PayPal: @EUNAHR
 - Venmo: @drRohcva
- If payment occurs later than the second lesson of the month, a \$10 late fee is added.
- There is a \$30.00 fee for checks that are returned due to insufficient funds.

6. ATTENDANCE / MAKEUPS

- Tuition will not be prorated or credited for missed lessons.
- If a student is a NO-SHOW or if a lesson is cancelled by the student with less than 24 hours' notice, the lesson will be forfeited, and there will be NO make-up lessons for the cancellations.
- In Group lesson, a makeup lesson may not always be necessary if a student is on track or ahead with lessons. If the student is falling behind on their lessons, I would be happy to schedule a makeup if requested by the student or parent. I do log students' lessons and will refer to that log to determine if a makeup is necessary.
- Excessive absences due to severe illness or family emergency will be handled on a case-by-case basis.
- If I cancel a lesson, I will make it up. Although this will be rare, it will happen occasionally. I will work with the student (or parent) to arrange make-up lessons.
- Students should arrive on time. If the student is late, lessons will still end at the regularly scheduled time and the lost time will not be made up. Students should not arrive more than 5 minutes early. If they arrive early they will need to sit outside until their lesson begins.

7. PREPARATION & SUPPLIES/ EXPECTATIONS

- Students should come prepared to each lesson. This requires daily practice. A practice regime outside of the lesson is necessary for growth and improvement.
[Voice Exercise, Vocal Warm up, listening to recordings, Practicing musicianship skills, Memorization, Character analysis, Translation of text in a foreign language (if applicable)]
- Students are required to purchase their own music books and other music supplements.

For lessons, all students are expected to bring:

- 3-ring binder, all sheet music given, all current repertoire music score or music books
- Water
- Pencil, Loose leaf notebook paper or a spiral notebook for taking notes
- Recording device to record each lesson. Only voice recording is needed, but video recording works as well. Some options to record lessons are a smart phone, a MP3 recorder, a laptop, an iPad, or a video camera.
- Voice students will also be expected to learn musical notation and basic skills on the piano. These skills are crucial for practicing, especially while learning new repertoire.
- Like our friends who play piano, violin, and other instruments, we need to take care of our instrument, which is our body! Illness prevention, adequate hydration, and plenty of sleep are all great things to keep your instrument working beautifully!
- I will assign repertoire for study based on student's interests, ability, and voice timbre & fach.
- I am open to students' suggestions for repertoire they would like to perform and will advise the student if a specific piece of music is appropriate for them at that time
- The instructor sometimes provides copies of sheet music; however, students will also be required to print PDFs or purchase music to build their own libraries and comply with copyright laws. Below is a list of resources as to where a student can obtain sheet music and scores: [amazon.com](https://www.amazon.com), [IMSLP](https://imslp.org), [CPDL](https://cpdl.org) or [Art Song Central](https://www.artsongcentral.com) are public domain and provide free sheet music. Websites like [musicnotes.com](https://www.musicnotes.com), [sheetmusicplus.com](https://www.sheetmusicplus.com), and [classicalvocalrep.com](https://www.classicalvocalrep.com) have a variety of different songs available for purchase and can be transposed into different keys.

8. TERMINATION OF STUDY

- You may cancel lessons (temporarily or permanently) by notifying me one month before you intend to terminate lessons. Notice should be given by in-person, phone or email.
- If notification takes place after this, you are still responsible for paying the next month's or class's lesson fees, and any lesson fees already paid will not be refunded.
- I reserve the right to terminate lessons if it is in the best interest of both the student and the teacher. Issues warranting dismissal might include:
 - Repeated failure to read and abide by materials/policies distributed, including parents and guardians.
 - Repeated failure to attend lessons.
 - Repeated failure to prepare for lessons.
 - Repeated offenses of inappropriate and/or disrespectful behavior
 - Inconsiderate/unfair comments or critiques of your singing colleagues.
 - Failure to pay lesson fees.

REGISTRATION FORM

Student Name: _____ DOB: _____

Parent / Guardian(s): _____
(under 18 years)

Phone: 1: _____ 2: _____ Email: _____

Mailing Address: _____

Emergency Contact: _____ Phone: _____

Relationship: _____

Health Concerns/Allergies:

Other information you wish for me to know:

I [Print Name: _____] have read the policies of **Dr. Roh's Classical Voice Academy Inc.**, and will adhere to them.

(Signature) Student or Parent/Guardian if student is under 18

Date