

Victoria Okafor Voice Studio

Thank you for your interest in the Victoria Okafor voice studio!

This document outlines the policies to be upheld within the voice studio of Victoria Okafor. All agreeing parties will be expected to uphold and/or adhere to the following policies upon confirmation of payment.

Payment of Tuition

Payment is expected by the 1st of the month. Payments received after the 7th will be subject to a \$10 late charge. If payment is not received by the 15th, lessons will be suspended until the account is brought up to date. The cost of tuition and package options are broken down below

Duration	Per lesson	4 lesson package
Half hour	\$40	\$160
45 minutes	\$70	\$280
60 minutes	\$80	\$320
Single 30 minute	\$50	N/A
Single 60 minute	\$90	N/A

This rate is based on 44 lessons per year at \$40 for a half-hour. See below.

$$\frac{\$40 \times 44}{12} = \$160 \text{ (roughly)}$$

Throughout the year there will be a total of 8 weeks when the studio is closed. These scheduled closings do not affect tuition and are factored into the monthly tuition rate. There is a yearly \$35 registration fee due to the Cincinnati Music Academy when students begin lessons and again each year in September.

Payment can be made through Venmo (@Victoria-Okafor), cash, or check.

Attendance Policy

Please choose your lesson time carefully. Lessons missed for non-emergencies (vacation, sporting events, other changes in schedule) will be made up **only** at the discretion of the instructor. In the event of cancellation, the instructor **must be notified at least 24 hours in advance** of scheduled lesson time. Otherwise the student will be charged for the lesson. Students arriving late for a lesson will be permitted to use the remaining scheduled lesson time. No-call, no-shows are logged as lessons taught. Tuition remains the same every month regardless of missed lessons.

Termination of Lessons

A two week notice is necessary to terminate lessons. Over this period, the student's account will be reviewed and any outstanding balances paid.

General Policies

Parents, siblings, grandparents and friends are allowed to sit in the waiting area provided. We ask that you remain respectful of the space and the lesson in progress. No smoking is permitted in the building. All children, ages 7 or younger **must** be accompanied by an adult and/or legal guardian.

Communication

I can be reached via email at victoriaokaforso@gmail.com or by text at 703-340-6425

If you refer new students to the studio, you will receive a \$10 discount per referral.

Looking forward to working with you!