

Acting with Kelly Mengelkoch – Cincinnati Music Academy 2026-2027 Studio Policies and Information

Please take the time to review this studio policy outlining program guidelines and expectations. These are set to help us all make the most of the learning experience for each student. If unexpected situations arise that may warrant an exception to these policies, I reserve the right to make that decision.

Tuition and Fees

30 minute lessons: \$185/month

45 minute lessons: \$260/month

60 minute lessons: \$295/month

Individual lesson/consultation for new and prospective students: \$50 (Consult fee may be waived when enrolling in lessons in studio)

Monthly tuition is determined by the annual cost for lessons divided into equal monthly payments.

Invoices will be sent out mid-month via email and text.

Hard copies are available upon request.

What's not included:

CMA annual registration fee is due before, or at first lesson with instructor

The ongoing CMA annual registration fee will be due by September 1 of each calendar year. The fee is \$35 for one student, \$55 for two students in a family, and \$75 for three or more students in a family. The fee can be paid online at cincinnati-music-academy.com or by mailing in a paper registration form. **This registration fee is payable to CMA, NOT Kelly Mengelkoch.**

Tuition to Kelly Mengelkoch is due by the 1st day of every month. Checks can be mailed to Cincinnati Music Academy. Zelle and Venmo transfers are also a very convenient option. A \$25 late fee may be charged for payments received after the 5th of the month. A \$35 fee will be assessed for returned checks. The following payment options are available:

- personal check payable to Kelly Mengelkoch (mail to Cincinnati Music Academy, att: Kelly Mengelkoch, 7420 Montgomery Rd, Cincinnati, OH 45236)
- Zelle transfers
- Venmo transfers
- Tuition is still due by the 1st of each month even if you do not have a meeting that calendar month or the 1st falls during a studio break.

What's included in the program:

- ongoing weekly lessons, with 44 lessons per year (8 flex weeks will be reserved by Kelly Mengelkoch)
- Preparation for auditions, performances, scholarships, public speaking. Working on monologues, scene work, film sides, coaching musical theatre acting (song acting work not vocal training) are all potential options. This is an individually crafted coaching experience. Potential performance recitals would be scheduled as one of the weekly lessons. To be determined through the year.

In Case of Illness...

Anyone who is not feeling well, has a fever, or has been around anyone who has been sick should not come for an in person lesson. If you feel well enough to do your lesson online, notify Kelly as soon as possible and we will do a lesson on Zoom or FaceTime.

Make-up lessons, reschedules, and refunds:

The studio does not provide any refunds for lessons or events missed by a student. Reschedules may be approved if at least 48 hour notice is given, the conflict is beyond the reasonable control of the student, and space is available. Reschedules are not guaranteed.

Teacher Absence:

If Kelly must cancel a lesson due to illness or personal emergency, she will attempt to reschedule at a mutually convenient time for teacher and student. In extreme situations, Kelly may utilize a flex week if rescheduling is not an option. No refunds or credits will be given for lessons unable to be rescheduled. Summer lessons are included in the yearly calendar. All students are expected to take lessons over the summer.

Students who take summer lessons experience less frustration and fewer set-backs than those who take a break through the summer months. Flexible scheduling will be accommodated as much as possible for those who travel over the summer, provided ample notice is given.

Tips for Success – the more prepared we feel, the more we can play and enjoy the educational process!

Expectations for Students:

- Students are expected to come prepared for lessons.
- Regular practice is essential for continued progress.
- Script materials will be provided by students and/or loaned by teacher. Students are always encouraged to bring in material that they are inspired by!

Parent Participation

- A parent is welcome to sit in on lessons, especially for younger children.
- Parents also have the option to monitor lessons on FaceTime from an external location or the waiting rooms
- It is essential that parents play an active role in helping young students practice at home.
- Parents may be excluded from the lesson if it is determined that their presence is disrupting the learning process

Students may be dismissed from lessons for the following reasons:

- Failure to attend and/or prepare for lessons
- Disrespectful behavior or attitude
- Nonpayment of tuition and fees

Withdrawal from lessons:

If a student must discontinue lessons for any reason, 30 day notice is required, at which time, tuition for the next month is due.

Contacting Kelly Mengelkoch

Email: kcmengelkoch@yahoo.com

Phone: 347-628-7195 (cell- voicemail text)

CMA mailing address: Cincinnati Music Academy, att: Kelly Mengelkoch, 7420 Montgomery Rd, Cincinnati, OH 45236