

## RMTA POLICIES AND PROCEDURES

801-216-4625 [info@robbinsmta.com](mailto:info@robbinsmta.com)

**IMPORTANT: This contract must be signed and delivered to RMTA by the first day of class**

### EXPECTATIONS

1. Practice
  - a. 30 minutes 5 times a week (lesson can count) 12 and older for private and 20 minutes for group students.
  - b. 20 minutes 5 times a week (lesson can count) 11 and under for private and group students.
  - c. Students must practice relaxation, breathing and vocal exercises as well as the song they are working on.
  - d. Each teacher will check off practice logs the first lesson of every month for the previous month.
  - e. Students with a perfect practice record for the year will be entered into a drawing for an ipod at the class party in May.
2. Be on time to lessons.
3. Be prepared and memorized! Bring your binder, your practice sheet filled out, and your recording device (charged) to each lesson.

### REGISTRATION

1. Every student must register online at [www.robbinsmta.com](http://www.robbinsmta.com).
2. A credit card will need to be entered that RMTA will keep on file.
3. An email address is required to register for RMTA. Email is how we communicate to the students and parents.
4. There is a \$40 registration/showcase fee that must be paid at the time of registration. Each student will receive an RMTA shirt to be worn for showcase.
5. A deposit of May's tuition is required at the time of registration and will be credited towards last month's tuition (May). If the student drops mid-year, RMTA will keep the deposit.
6. After registration information can be accessed by logging back into your account at [www.robbinsmta.com](http://www.robbinsmta.com). (balance due, registered classes, etc.)

### TUITION AND FEES

1. Payment is due on or before the 8<sup>th</sup> of every month. A \$10 late fee will be assessed for payments made after the 8<sup>th</sup>. If payment is more than one month late, RMTA reserves the right to replace the student in the academy.
2. Tuition is a set fee per month, regardless of how many lessons are in that month
3. Each voice student will receive a c.d. at the beginning of every semester. Please import the c.d. A \$10 fee will be charged for a replacement cd.

### MISSED CLASSES FOR GROUP STUDENTS

1. Up to two classes may be made up each semester by attending any other age appropriate class.
2. It is not necessary to email about missed classes.
3. Please email the teacher who is teaching the class you would like to attend to receive permission to attend their class.

### MAKEUP LESSONS FOR PRIVATE STUDENTS

1. If you are not able to attend the lesson, it is mandatory you first try to swap with another student or find an alternate. Each student will be given a swap and alternate list at the beginning of each semester. Detailed instructions are provided on the list.
2. You do not need to find a swap or alternate if your lesson falls on a holiday, school or otherwise. You may reschedule the lesson if you will be out of town. Otherwise the lesson will be held.
3. If for some reason you are not able to swap or find an alternate, please email the teacher 24 hours in advance and a makeup will be rescheduled. Up to two lessons may be rescheduled each semester. You may swap or find an alternate as many times as you need.
4. If you do not email, or it is less than 24 hours notice, a makeup lesson will not be given.

### MASTER CLASS AND SHOWCASE

1. One, two or three master classes will be held each semester depending on the class. The students will sing for peer review. Parents are invited and encouraged to attend. There is no private lesson the week of master class. Master classes for all group classes will be held during regular class time.

2. Showcases will be held in December and May. There will be a mandatory rehearsal the day of the showcase. Showcase is a required event and the fee is \$25 for each showcase; one charged at the time of Fall registration (part of the \$40 registration fee), and one applied to your online account in January. Triple Threat classes will not participate in RMTA showcases. Students who are **only** registered for triple threat classes will be refunded the \$25 showcase fee and will not be charged the fee in January.

### **WWW.ROBBINSMTA.COM**

1. You may access the following documents and schedules on the website
  - a. Practice logs
  - b. Class summaries
  - c. RMTA calendar
  - d. Policies and procedures
  - e. Bios and headshots of instructors and guest artist teachers
  - f.

### **PARKING FOR PRIVATE STUDENTS**

1. All private lessons with Mindy Robbins will be held at 91 S. Wild Flower Drive. Please do not park or wait in front of any neighbor's house. You may park in the driveway (use the emergency brake) or in front of my house. Please don't use neighbor's driveway to turn around or block mailboxes. All other lessons and classes will held at The Pointe in Highland, UT.

### **RELEASE OF LIABILITY**

1. All RMTA students, guardians', family and friends will indemnify and hold RMTA and The Pointe harmless for any injury received on the property, vocal or otherwise.

### **CONTACT**

1. Questions and concerns should be sent to [info@robbinsmta.com](mailto:info@robbinsmta.com). You may call and leave a message at 801-216-4625, however voice messages are checked weekly. Messages left by voicemail will not be considered acceptable notice for missed lessons.
2. All RMTA instructors can be contacted via email by going to [www.robbinsmta.com](http://www.robbinsmta.com), clicking on "registration", logging in, and finding your instructor.
3. Email is the primary method of communication between RMTA and students/parents. If you did not enter in your email online when registering, or if you checked the "do not send emails to my family", you may not receive pertinent information. RMTA will not be held responsible for information not received if you choose to not receive emails. We highly recommend you enable email communication.

RMTA policies and procedures are subject to change with notice.

I have read and understand the policies and procedures of the Robbins Music Theatre Academy.

\_\_\_\_\_  
Signed (parent or guardian if under 18)

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Date