

RMTA POLICIES AND PROCEDURES FOR GROUP VOICE CLASSES

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EXPECTATIONS

1. Practice
 - a. 20 minutes 5 times a week (class can count)
2. Be on time to class.
3. Be prepared! Bring your binder, your practice sheet filled out, and your recording device (charged) to each lesson.

TUITION AND FEES

1. Payment is due the first class of every month.
2. A deposit of the last month tuition for the fiscal year as well as the \$25 showcase fee, are due at the time of registration to secure a spot in the academy for the beginning of each fiscal year. **\$60 + \$25 = \$85 Total or \$45 + 25= \$70 (age 4-5)**
3. Two weeks notice is required if the student drops out during the semester. If the spot can be filled there will not be a drop out fee. Otherwise, the fee is \$60.
4. There will be a \$10 fee for late payments received after the 10th of every month. You may drop the tuition check in the tuition box inside the closet of the studio. Tuition information will be sent via email. If payment is more than one month late, RMTA reserves the right to replace the student in the academy.
5. There is a set monthly fee for group lessons regardless of how many lessons are in the month.
 - a. \$60 monthly all classes ages 6 and older
 - b. \$45 monthly all classes ages 5 and under
6. Each student will receive a cd at the beginning of every semester. I recommend importing and downloading it to an ipod. A \$10 fee will be charged for a replacement cd.

MISSED CLASSES

1. You may makeup two classes a semester by attending any other age appropriate class.
2. You need not email about missed classes, but are required to email to receive permission to attend a different class.

MASTER CLASS AND SHOWCASE

1. Two master classes will be held each semester. The students will sing for peer review. Parents are invited and encouraged to attend. Master classes are held during the 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 due at the beginning of each semester.

PARKING

1. Please do not park in front of the neighbor's houses. You may park in the driveway (use the emergency brake) or in front of my house.

WWW.ROBBINSMTA.COM

1. You may access the following documents and schedules on the website
 - a. Practice logs
 - b. Syllabus with class schedules
 - c. Master class information
 - d. Showcase information
 - e. Policies and procedures
 - f. Events
 - g. Information about guest artist teachers
 - h. Dates of class
2. All information given to the students in class will be emailed to the parents. If you are not receiving emails, please send me an email at mindy@robbinsmta.com.

RELEASE OF LIABILITY

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

CONTACT

1. You may leave me a message at 801-216-4625. I am more than happy to help with anything you need. Messages are returned on Tuesdays and Fridays. If you need to reach me immediately it is best to email me at mindy@robbinsmta.com. Messages left on my cell phone or home phone may not be checked often and will not be considered acceptable notice for missed lessons.

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

Preferred email for RMTA

Preferred number

Parent Name

Day of class

Time of class

Age of student