

RMTA POLICIES AND PROCEDURES FOR PRIVATE VOICE

Mindy Robbins- 801-216-4625 mindy@robbinsmta.com

Brooke Brim- 435-632-6048 brooke@robbinsmta.com

EXPECTATIONS

1. Practice
 - a. 30 minutes 5 times a week (lesson can count) 12 and older.
 - b. 20 minutes 5 times a week (lesson can count) 11 and under.
2. Be on time to lessons.
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 lesson of every month.
2. A deposit of the first month tuition for 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 year. You may drop them off in the mailbox of RMTA or mail to:
 - a. 91 S. Wild Flower Drive Alpine, 84004
3. DEPOSITS ARE AS FOLLOWS:
 - a. 20 min with Brooke Brim \$75 + showcase fee \$25 = \$100
 - b. 30 min with Brooke Brim \$110 + showcase fee \$25 = \$135
 - c. 20 min with Mindy Robbins \$100 + showcase fee \$25 = \$125
 - d. 30 min with Mindy Robbins \$150 + showcase fee \$25 = \$175
4. 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.
5. 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.
6. There is a set monthly fee for private lessons regardless of how many lessons are in the month.
 - a. \$150 monthly for 30-minute lessons with Mindy Robbins.
 - b. \$110 monthly for 30-minute lessons with Brooke Brim.
7. 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.

MAKEUP LESSONS FOR PRIVATE STUDENTS

1. If you are not able to attend the lesson, it is mandatory you swap with another student or find an alternate from the alternate list. Detailed information is provided on the swap and alternate list given at the beginning of each semester.
2. If for some reason you are not able to swap or find an alternate, please email me 24 hours in advance and I will reschedule up to two lessons a semester. (You may swap or find an alternate as many times as you need.)
3. If you do not email, a makeup lesson will not be given. If it is less than 24 hours notice, I cannot guarantee a makeup lesson.

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. There is no lesson the week of master class.
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. Fees are 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 and Showcase information
 - d. Policies and procedures
 - e. Information about guest artist teachers
 - f. 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 emails

Preferred phone number

Alternate phone number