

# Nancy Kelly

Jazz Vocalist- Educator

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[WWW.NANCYKELLY.COM](http://WWW.NANCYKELLY.COM)

## Student Information Sheet

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Age (Optional)

### Studio Policy

There is a \$15 registration fee required for enrollment.

### Enrolment

Once we have agreed on an hour lesson slot for you, you will then submit the registration fee and the month's tuition along with the signed studio policy. Once payment is made you will receive a confirmation email with lesson information and directions to the studio and lessons will begin!

Lessons are paid by the month. If you wish to pay for a one-hour lesson at a time after enrolment, the fee is \$70 for the hour. Two lessons - \$135, Three- \$190. You may pay for two months if you wish to save more. 4 lessons - \$250. Weekly lessons can also be arranged.

Payment can be made using [PayPal](https://www.paypal.com). You will see higher tuition fees using this method as they charge a lot to use the service. I encourage you to get the smart phone app VENMO. It costs way less to use and is a safe, quick and easy way to pay. My VENMO name is @Nancy-Kelly  
I also accept checks.

### Lesson Schedule and Tuition

I see my students for an hour every two weeks. Payments for the number of lessons that fall within the month are due the 1<sup>st</sup> of the month.

**Lesson's will NOT be conducted without payment. " No shows" will be removed from the studio.**

## **Lesson Cancellation Policy**

Please read and understand

When you sign up with the studio you are essentially renting an hour space that belongs to you and you are responsible to pay for it. Should the need arise to cancel a lesson every attempt will be made to arrange a makeup lesson for you in person or with FaceTime or Skype. Please give ample warning so that I may fill the hour. If you can't attend the makeup lesson offered you, **you are still responsible for the lesson fee.**  
**No exceptions.**

If I cancel or move your lesson because of my own performance schedule and you can't make the rescheduled lesson, I will credit you for it. In case of inclement weather, the studio remains open unless I contact you.

**"Your time is not more important than my time"**

## **Studio Cancellation Policy**

In the event you decide to discontinue lessons, *one month's paid notice is required.* You must finish the remainder of the month or forego any unused lessons, as there is no refund given.

## **Dismissal from the Studio**

Should I find that a student is not practicing and progressing, if payment is consistently overdue, the student *will be dismissed* from my studio *with no refund* for the missed lessons?

**Studio Policy Agreement** I, \_\_\_\_\_, have read the Studio Policy and agree to abide by the rules and regulations set forth within it. I understand that by signing this I agree to a contractual relationship with *Nancy Kelly* on a month to month basis in which *Nancy Kelly* provides the service of vocal instruction for an agreed upon fee to be prepaid by month. I understand that I may cancel my relationship with *Nancy Kelly* at any time following a month for which I have already prepaid. A breach of the relationship in mid-month will result in forfeiture of the remainder of fees for the prepaid month. I understand that fees are subject to change and that I will be provided notice when fee changes occur. I also understand that the studio policy itself is subject to revision and that I will be provided with an amended copy to sign should that occur.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_