

Nancy Kelly

Jazz Vocalist- Educator

14812 Lake St. Ext. Sterling N.Y. 13156

Phone/Fax 315-947-6313

Cell- 315-559-2468

Nancy@nancykelly.com

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.](#)

Materials

Every student should have a digital recorder or smart phone, to record the lessons. A notebook or folder to keep your sheet music and lesson music in. A bottle of water. I suggest getting a tote bag to keep it all organized in and ready to bring to your lesson.

Lesson Schedule and Tuition

Lessons are held for an hour every two weeks. The lesson is \$65 per hour. Payment for the number of lessons that fall within the month is due the first of the month by cash, check or Pay Pal, which also accepts credit cards, \$130 for two and \$190 for three, made out to: **Nancy Kelly**

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

[Pay Here](#)

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. A makeup lesson using Skype or FaceTime can also be arranged. If you can't attend the makeup lesson offered you, **you are still responsible for the lesson fee. No exceptions.** Lessons will NOT be conducted without payment. 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: _____ / _____ / _____

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