

# MUSIC ACADEMY OF KANSAS CITY

9339 W. 87<sup>TH</sup> ST., OVERLAND PARK, KS 66212 | (913) 735-9507 | INFO@MUSICACADEMYKC.COM

## Policies & Procedures

*Upon signing up for lessons, the student/parent will be asked to read the studio Policies & Procedures and sign/date the document. By signing, you agree to respect and abide by the studio's current policies as long as the student is taking lessons with the instructor. If a new version of the policies is issued, the instructor will provide a copy with the changes highlighted.*

### General Information

Students are expected to arrive for lessons on time with all their materials. Parents and siblings may quietly peruse the waiting area, wait in their vehicle in the driveway, or run errands so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with the teacher during the first five minutes of the student's lesson – but not afterwards, in order to respect the next student's time slot. Parents are encouraged to be supportive and active participants in practice at home.

### Role Disclaimer

In addition to his experience teaching voice, Max Lawrence is a Licensed Psychologist in the state of Kansas. By nature of the technique and practice, vocal coaching addresses some psychological elements of singing (e.g., performance anxiety). By signing this agreement, you acknowledge that you (or your child) are not entering into a medical or psychological treatment relationship with Max Lawrence. You acknowledge that the techniques discussed within Max's role as a vocal coach are not medical or psychological interventions. Coaching is not a suitable replacement for evidence-based psychological care. Should the need arise for mental health treatment, appropriate referrals will be made with the parent or student's consent. By entering into a coaching relationship with Max Lawrence, you forfeit your option of working with him in the capacity of a Psychologist at present and in the future. These disclosures are in fulfillment of the Ethics Code of the American Psychological Association.

### Intellectual Property Notice

The Lawrence Vocal Technique is the intellectual property of its owners, Don Lawrence and Max Lawrence. Recordings and other materials are not to be shared, reproduced, or published in any format except by the intellectual property owners.

### Payment

- Students have a choice of paying the whole semester up front or paying 5 monthly flat-rate fees.
- Monthly tuition payments are due **at the beginning of each month by the 15<sup>th</sup> of the month**. If the tuition is not paid by the 15<sup>th</sup> of the month, a late fee of \$15 dollars will be applied to your bill.
- There are 18 lessons scheduled for each Fall and Spring semesters plus one make-up week at the end of each semester.

	30 min session	45 min session	60 min session
Tuition*	<u>\$475/semester</u> <u>\$100/month</u> <u>\$10/recital fee†</u>	<u>\$712/semester</u> <u>\$148/month</u> <u>\$10/recital fee†</u>	<u>\$950/semester</u> <u>\$195/month</u> <u>\$10/recital fee†</u>

\*Music Academy of Kansas City reserves the right to raise fees at the beginning of each academic year. Tuition may be paid via cash/check, automatic check using your bank's online bill pay, or credit card/debit card via Paypal online. For payments made online, a service fee of 3% will be added to each payment.

† Music Academy of Kansas City provides students with an opportunity to perform in the Studio Recital twice a year at the end of each semester. The recital fee will be added to the tuition payment each semester.

### Makeup Lessons

- Music Academy of Kansas City will allow one make-up lesson at the end of the semester. Due to limited time availability of our teachers, the make-up lessons **are not guaranteed**.
- If teacher misses your scheduled lesson due to concerts or other professional engagements, that lesson will be made-up at the time agreed upon both parties.
- If the student cannot make their make-up lesson, the make-up lesson **will not** be moved to another time for any reason.
- If the roads are impassible due to inclement weather and Music Academy of Kansas City closes, the missed lesson will be made-up, or a credit will be applied to your account.
  - However, **if Music Academy of Kansas City is open for lessons**, but the student decides not to travel (for any reason), having a lesson via Skype or FaceTime is a viable option for that week, or the student can choose to cancel the lesson **with no credit awarded**.

Print Student Name

Student/Parent Signature

Date