



Studio Policies

cassie.rumbough@gmail.com
cassierumbough.com
(570) 394-4092

1. Payment

- a. Tuition is paid on a monthly basis. If you will be absent for a lesson during a month, you can either not pay for that lesson, or I will credit your payment to the following month.
 - i. Invoices will be sent at the end of the month for the following month.
 - ii. If payment is not received by the end of the **first unpaid lesson**, or the first lesson in the month, **there is a \$10 late fee that will be added to your invoice.**
 - iii. For every week payment is not received, **there is an additional \$10 late fee** that will be added to your invoice.
 - iv. If payment is not received after the second unpaid lesson, I reserve the right to put a hold on future lessons until the invoice is paid including the late fee.
- b. Payment is accepted via Paypal, check, cash, or Venmo.
 - i. Paypal: @cassierumbough or cassie.rumbough@gmail.com
 - ii. Check payable to: Cassie Rumbough
 - iii. Venmo: @cassie-rumbough

2. Communication

- a. The best way to reach me is through email (cassie.rumbough@gmail.com) or text (570-394-4092). Feel free to text if you have a last minute change in schedule or a question that should be answered quickly.
- b. Please check your email often, as I send all broad studio communication to the email you gave me on the New Student Form. This includes important updates to schedules, payments, invoices, etc.



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3. Expectations

- a. Please arrive on time for all sessions. The time slot, not the number of minutes, is the time I have to dedicate to you.
- b. Practicing is fundamentally important to see improvement in your musical skills. I will explain my practicing expectations during our first lesson, and remind students about them every week.
- c. I reserve the right to discontinue lessons if students consistently do not practice or arrive prepared/on time.

4. Cancellation Policies

- a. **Please let me know at the beginning of the month if you have any planned absences for that month.** This allows me to fill gaps and gives us a chance to schedule a makeup lesson.
- b. **At least 24 hours notice is needed to cancel a lesson.** If I do not receive 24 hour notice that you will not be in attendance prior to your lesson, it will be billable.
- c. If I must miss a lesson, we will try to fit in a makeup lesson as our schedules allow. If we cannot fit it in, payment for the missed lesson will roll over into the next month.
- d. Communication is key! I am always flexible when I am in the loop.

5. Recitals

- a. Students are highly encouraged to participate in recitals, which are held in the winter (November/December) and spring (April/May).
- b. A more relaxed Summer Studio Showcase is typically held at the end of summer (August), depending on student interest.
 - i. Recital fee is \$10 per family (if multiple students per family, fee is still only \$10.) This fee covers the cost of renting recital space, reception, event insurance, etc.

6. Home Studio Considerations

- a. My address is 112 Walnut Street, Apt 1, Catasauqua, PA 18032. My studio is right inside my front door.
 - i. My porch has a chair with blue cushions and a small table with an elephant lamp on it. My door has a wooden welcome sign on it.
 - ii. There is free street parking all around my block. There is typically parking right outside my house, but if not, there should be spots somewhere right around the block.
- b. When you arrive for your lesson, please knock! I will either let you in, or you will hear me call for you to come in.
 - i. Please do not arrive at the door before your lesson time unless pre-arranged. There is not much room to wait when there are other students inside. You are welcome to sit outside before your lesson time, if the weather allows!
- c. **I have a cat.** She will be put away for all lessons, but please be aware for any allergies.
- d. **Please use the bathroom before coming to your lesson.** My only bathroom is through my kitchen and my bedroom. Because students should not be moving throughout my apartment outside of the studio, the bathroom is only for immediate emergencies.
- e. One caretaker (for space purposes) may sit in on lessons at any time.
- f. I understand that you take your child's safety seriously, and I do too. Because of this, my studio is recorded via a ring camera. **By signing off on my studio policies, you are giving permission for the student, and whoever accompanies them to their lesson, to be recorded.** This recording is automatically deleted after 60 days. You may request this recording at any time.
 - i. I also encourage students to record their lessons—it helps practicing so much—and it eases parent's minds!
- g. ***If you are sick, please reschedule, or switch to a virtual lesson.***



VOCAL STUDIO

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7. Discontinuation of Study

- a. If you are thinking about discontinuing lessons, I ask that you let me know a month prior to your last lesson. If there is anything I can do to improve your experience, please communicate this with me!
- b. I reserve the right to discontinue lessons if it is in the best interest of both the student and the teacher. Issues warranting dismissal might include:
 - i. Repeated failure to attend lessons.
 - ii. Repeated failure to communicate clearly and openly.
 - iii. Repeated failure to abide by these policies, including parents/guardians.
 - iv. Repeated failure to prepare for lessons, including homework or practicing.
 - v. Repeated offenses of inappropriate or disrespectful behavior.
 - vi. Failure to pay tuition.