



## PRIVATE VOCAL LESSONS

### POLICIES & PROCEDURE

#### Registration:

- Student registers via email to [academy@highlandartstheatre.com](mailto:academy@highlandartstheatre.com).
- A time and schedule is booked before payment is secured.
- When a student registers, they are registering for an ongoing weekly spot, if they decide to quit lessons, they have to provide 2 weeks notice and will be charged for their remaining 2 lessons.

#### Cancellations:

- If a lesson is cancelled, or missed, the student is charged for that lesson.
- Make up lessons can usually be scheduled, but cannot be guaranteed.
- If the Instructor cancels a lesson for any reason, the student will not be charged.
- Weather Cancellations: If lessons are cancelled due to weather, students will be told with as much advance notice as possible.