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**ACOUSTIC GUITAR AND MUSIC THEORY INSTRUCTION**

**JAZZ/POP VOICE LESSONS**

**GENERAL INFORMATION AND POLICY SHEET**

**Students/Parents: Please read this over and keep it on file for future reference.**

**Lessons** Private lessons are given once a week at a regularly scheduled time. There will be a one time get – acquainted lesson to start, when prospective student must exhibit basic music skills.. Young beginning students take either group lessons or private half-hour lessons. All other students take 45-minute or one hour private lessons. Work in music theory, sight-singing, and ear training are included each week.

**Payment Procedure** Payment for eight lessons must be received prior to the first lesson of that series. A series of eight lessons may begin at any time, and is continuous. All books and music, as well as guitar accessories\* are additional. Estimated cost of books to get started is:

**FEE FOR ONE EIGHT-WEEK SERIES**

One half hour	\$240.
45 Minutes	360.
One hour	480.

**Missed Lessons** Ordinarily, just one missed lesson per series can be made up, providing the reason for absence is student's illness or a death in the family. Whenever possible, the make-up will be at another time in the same week. Any other absence is considered unexcused, and that lesson must be forfeit by the student. (This includes business trips). Scheduled make-ups which are missed also must be forfeit.

A student may occasionally request a different lesson time in a particular week. Such a request must be made at least 48 hours prior to the scheduled lesson time, and no guarantees can be made that I can accomodate.

EVERYONE HAS A BAD PRACTICE WEEK ONCE IN A WHILE, that's understandable. Come to your lesson anyway. There is always something new to work on!

**Please note:** Since I am a professional singer, my livelihood depends on my good health. Illness for me is a major problem, because it means cancelled concerts and lost income. Please do not come to your lesson if you have a cold, or are sick with some other possibly contagious disease. I will be glad to work out a make-up for you somehow.

**I know you will help me with this, and not abuse the privelege. Thanks for your understanding.**

**OVER**

**Repertoire Classes** Several times a year, students will have a chance to perform for each other at a Repertoire Class. Details will be given well in advance.

The Repertoire Class is held in place of the student's regularly scheduled lesson for that particular week. *A student who cannot or does not attend, for whatever reason, is not entitled to a replacement lesson.*

One of the attractive features of the Repertoire Class is the opportunity for students to meet, hear and learn from a special Guest Artist. Whenever possible, a professional musician from the area will attend the class, listen to student playing and conduct a portion of the class using lecture- demonstration. A nominal Guest Artist Fee will be required of each participating student to help make the professional's visit possible. The upcoming class is set for (date) and fee is

**Other Events** By popular demand, special workshops and "field trips" are planned intermittently. These are not mandatory, but strongly encouraged, since they are a great deal of fun, in addition to being educational. (Recent examples: concert trips to Phila area jazz clubs and the Grand Opera House; a scat-sing workshop, Philadelphia Orchestra, etc).

**BY ENROLLING, THE STUDENT AGREES TO THE ABOVE TERMS AND POLICIES.**

I appreciate your cooperation.

**\*For your convenience, picks, strings, music stands, metronomes, footstools, certain guitars and many other accessories are available from Judith Kay.**

Judith Kay is a concertizing singer/guitarist & recording artist.  
Find out more at [www.judithkay.com](http://www.judithkay.com)