

Sing Studios
6229 South Highland Drive
Salt Lake City, Utah 84121



The Piano Gallery
650 South State Street
Orem, Utah 84058

Hello and Welcome to AFM Vocal Studio!

We would like to take this time to introduce you to the AFM Vocal Studio! We are excited to welcome you aboard as we embark on this journey together. Singing is very fulfilling, not to mention fun! We sincerely believe that anyone can learn how to sing if they stick with it and do whatever is needed. We are thrilled to be your studio because it allows us to do what we love to do the most!

About the Studio...

The AFMVS is dedicated to helping you develop and nurture your talents, and help you reach your full potential as a singer. **AFMVS is exclusively a Speech Level Singing Studio.** The Speech Level Singing™ (SLS) Technique, developed by Seth Riggs, has an unsurpassed track record of training some of the best voices and artists in the music business. It is the technique behind 120 Grammy Award Winners, 4 winners of the New York Metropolitan Opera Awards, numerous Star Search winners, countless Broadway stars, television personalities, and recording artists.

We are proud to be apart of a worldwide community of the best in the music business with SLS. AFMVS is proud and honored to participate in special events and programs, such as local events with SLS's best teachers from around the world, and the Seth Riggs Summer Vocal Program. We go to great lengths to make these opportunities available to our students, and we feel these events greatly help our students to grow. We strongly encourage our students to participate in these events.

We also host workshops that cover other skills important to the growth of the singer such as performance, song writing and style. Again we strongly encourage our students to participate in these workshops, to help you rise to the next level.

Getting the most out of your lessons...

Monthly Tuition versus Regular Lessons:

Weekly study is the fastest way for best results. We recommend the Monthly Tuition, which guarantees a permanent weekly spot in the schedule. However, we understand that not everyone can do this. For students who need a more flexible schedule, we offer Regular Lessons per hour or half hour. Regular lessons DO NOT guarantee a permanent spot in the weekly schedule, and must be scheduled at the teacher's availability.

Practicing is key to training your voice. The more you practice, the sooner you'll see results.

Attitude is everything. It is very easy to compare yourself to others, but everyone has a different voice and background, and some will have to work harder than others. Learning to appreciate the talents of others, while honoring the talent that is within you will make this journey so much more satisfying.

And finally...

We have an open door policy. If you have special needs or concerns, please feel free to address us on an individual basis. Communication is key to having everyone's needs met, and we want you to be happy. You are important to us!

Please contact us if you have any questions! Welcome to studio!
The AFM Vocal Studio!

AFM VOCAL STUDIO, INC. POLICY CONTRACT 2008

*Please read and initial every point of the contract,
and bring it to your first lesson or fax it to (801) 415-5169*

- 1) _____ **LESSONS WILL NOT BE GIVEN WITHOUT A SIGNED POLICY CONTRACT.**
- I. Lessons cannot be given until a signed contract is received before, or on the day of the first lesson.
- 2) _____ **24 HOUR CANCELLATION POLICY:**
- I. Lessons must be cancelled or rescheduled 24-hours in advance; otherwise lesson time will be charged/forfeited regardless of attendance. This policy is in force, with exceptions of extreme illness or emergency (to be judged per situation).
 - II. For situations of true sickness or emergency, notice must be given AS SOON AS POSSIBLE so adjustments to the schedule can be made.
 - III. If proper notice is not given that students will not be in attendance for two weeks or more, the student may be dismissed.
- 3) _____ **PAYMENT FOR LESSONS**
- I. Monthly Tuition is due on the 25th of the prior month; Regular Lessons must be paid in advance, or at the beginning of the lesson.
 - II. Monthly Tuition payment is made through Automated Payment Systems (APS). Students must filled out attached form and bring it to their first lesson.
 - III. If tuition/lessons are not paid on time, a \$25.00 late fee will be added to charges for tuition/lessons.
 - IV. If students' bill and added late fee are not paid by the 5th of the month, the student may be dismissed.
 - V. If after a period of 45 days payment has not been received, then the issue will be taken to a collection agency, where the collection agency fee will be added to the student's bill.
- 4) _____ **MONTHLY TUITION**
- I. The Monthly Tuition ensures a permanent spot in the schedule, and entitles the student to four lessons per month. During months where there is a fifth week, no lessons will be given during the fifth week.
 - II. Students may only make up ONE LESSON PER MONTH, per availability of the teacher.
 - III. MAKE UP LESSONS ARE NOT GUARANTEED. Make-up lessons can be rescheduled (according to the 24-hour cancellation policy) at the teacher's convenience and availability, and must be completed within the same month as the missed lesson. If a make-up lesson is not convenient, the lesson will be forfeited and lessons will resume at the regular scheduled time.
- 5) _____ **IF THE TEACHER NEEDS TO CANCEL A LESSON, THE STUDENT HAS THE OPTION:**
- I. To first, reschedule a make-up lesson at the convenience of both the teacher and the student. If a make-up lesson is not possible the student has the option:
 1. Receive a credit for the missed lesson
 2. To have the lesson amount refunded

6) _____ **IT'S YOUR RESPONSIBILITY TO CANCEL LESSONS THAT ARE SCHEDULED ON HOLIDAYS.**

- I. Prior notice will be given when AFM Vocal Studios, Inc. is closed due to holidays or special events. Otherwise, assume that the student's lesson will be held as usual. If the student wishes to move or cancel their lesson due to holidays or special events, please refer to the *24 Hour Cancellation Policy*.

7) _____ **TARDINESS**

- I. When students schedule a lesson time, the student is paying for that time (professional hour or half hour) and not minutes into the next lesson time. It is the student's responsibility to plan for traffic, or any other conditions that would cause you to be late. Please be on time out of respect for the AFM Vocal Studios and its students.

8) _____ **CANCELLATION OF LESSONS NOTICE**

- I. If the student wishes to cancel this contract and discontinue lessons, then a notice must be given to the teacher prior to cancellation.
- II. Students must adhere to this policy to cancel automatic payments for tuition; tuition for lessons not received WILL NOT be refunded for failure to give sufficient notice of cancellation of lessons.
- III. When the notice of cancellation is made, both teacher and student agree that lessons will continue through the end of the month. No refund will be made for lessons not attended.

I, the student have read the AFM Vocal Studio, Inc. Policies, and will conduct business in accordance to this Policy Sheet 2008.

Print Name: _____

Signature: _____ Date: _____

I, the parent/guardian (if student is under the age of 18) of the above-mentioned student have read the AFM Vocal Studio, Inc. Policies, and will conduct business in accordance to this Policy Sheet 2008.

Print Name: _____

Signature: _____ Date: _____

CUSTOMER INFORMATION:

I would like to be on the AFM Vocal Studio E-mailing List: Yes No

How did you hear about our studio? _____

Home Address: _____

City/State/Zip Code: _____

Home Phone Number: _____

Cell Phone Number: _____

Work Phone Number: _____

Email Address: _____

Other Email Address: _____