

Voice Lesson Policies

CCC Shines Voice Lesson Program Policies & Registration

2025 – 2026

Tuition & Fees

Individual Lesson Fees*:

½ Hour: \$40.00

¾ Hour: \$60.00

One Hour: \$80.00

*Cash discounts available, upon request

Financial Policies

Registration Fee:

- \$65 per person and \$95 per family for regularly scheduled lessons (weekly/bi-weekly).
- \$40 per person and \$50 per family for drop-in lessons only. If you choose to switch to regular lessons, only the difference in registration fees will be due.

The Registration Fee is due at registration, is non-refundable, and covers all performance opportunities, sheet music purchases (shared with students) and other costs associated with the delivery of lessons. These fees are payable via cash*, check, or Venmo.

Lessons Tuition:

Payments may be paid weekly or monthly (within the first week/7 days of the month), with a discount of \$1 per hour for monthly payments. Lessons may be 30 minutes, 45 minutes or one hour in length, appropriate for age and length of study. Tuition fees are payable via cash*, check, or Venmo.

The payment is expected no later than each meeting. If payment is not made the same day as the lesson occurs, a payment reminder and request will be sent. There is a \$30 fee for returned checks. Lessons are paused after two consecutive weeks of non-payment, regardless of attendance; students will not be allowed to resume lessons until the account balance is brought below the sum total of two weeks. If the teacher is absent, you will not be charged. Such missed lessons will be rescheduled, if possible and are paid for at the time of the rescheduled lesson.

Cancellation/Refunds:

CCC Shines reserves the right to cancel a student's lessons if the student fails to attend on a regular basis (2 lessons missed or late cancelled in one month). In the event that you decide to discontinue lessons, eight days' notice in writing (via email to dcotterall@cccshines.com) is required for the cancellation (the next week's lesson fee is required whether you choose to participate in a final lesson, or not). All registration fees are non-refundable. Pre-paid tuition may be transferred to another student within the household, held on the account for future enrollment, or refunded via Venmo.

Lesson and Class Policies

Absence Policy:

In the event of an absence, please notify Mrs. Cotterall (dcotterall@cccshine.com/610-308-9423) as far in advance as possible. Students are allowed 1 "late cancellation" (less than 24 hours in advance) per school year. After the first late absence, all absences without 24 hours notice are subject to a \$20 cancellation fee. Payment for missed/cancelled lessons must be presented by the next lesson. No-shows for scheduled lessons will automatically be charged a \$30 no-show fee.

In the event a student needs an extended absence (more than two weeks) due to illness, injury, or other reason considered acceptable, students may request a temporary suspension, and upon approval, will not be charged for subsequent lessons. Students on temporary suspension are not guaranteed their previously scheduled lesson time/day upon their return.

Make-up Lessons:

Make-up lessons are authorized by CCC Shines in the following instances:

- Student Illness
- Required School Activity
- Death in the Family
- Religious Activity
- Technological Issue (Distance Learning students only).

Make-up lessons may be arranged, in coordination with Mrs. Cotterall and her current schedule. Make-ups are not guaranteed to be available and must be requested 48 hours in advance of the missed lesson. In the case of student illness, families/students must try to contact prior to the missed lesson so as not to be considered a no show, and the request for a make-up must be made within one week of the missed lesson. A missed make-up lesson will not be eligible for an additional makeup. No make-up lessons will be offered for the last three weeks of the school year. Thank you for understanding the importance of ensuring that our faculty is able to count on a regular income from teaching.

Weather Closings:

CCC Shines follows closings in accordance with Cardinal O'Hara High School. If lessons are cancelled due to inclement weather, you will be notified by 3pm via email. In the event that there is a sudden closure due to weather, we will notify you as soon as possible.

Media Release

I give permission for CCC Shines to take photos, audio or video footage of classes, lessons, and concerts without advance notice. I understand that by signing this registration form, I am giving permission to CCC Shines to publish such photos, audio, or video footage royalty-free in its print, audio, and electronic promotional efforts including its website and social media. Names will not be used without additional verbal permission. To opt out, please send an email to dcotterall@cccshine.com.

I have read and understand the lesson policies as stated above.

Student Name _____

Age _____

Current Grade _____

Parent/Guardian Name _____ (if student under 18)

Student or Parent/Guardian Signature (if student under 18)

Date _____