



Balltrip Voice Studio Policies - Fall Term 2025

Welcome to BVS! I'm so glad you're here. These studio policies are implemented to ensure you get the most out of your lessons and to ensure the studio can continue serving the community for years to come. If you have any questions or concerns, please reach out to me!

The Fall 2025 Term will run from **August 4 - December 20** with lessons offered in Richmond, Somerset, and Virtually.

***Weekly recurring lessons** are \$35.00/30 minutes or \$70.00/60 minutes.

*Commitment to the term required.

Intermittent "tune-up" lessons are \$40/30 minutes or \$75/60 minutes.

Payment

The student or parent will receive a monthly invoice from BVS. **Payment is expected at the beginning of the month for the month.** If an invoice goes more than two weeks without being paid, lessons will be put on hold until payment is received. It is understood that the student/parent is paying for knowledge, experience, and time. Monthly payments ensure your weekly recurring spot.

BVS uses MyMusicStaff to deliver invoices. Invoices are sent on the 25th of each month and due on the 1st. You can pay through the student/parent portal or by clicking the link within your invoice.

Scheduling Lessons

All recurring lessons are scheduled for weekly times.

If a lesson time needs to be changed (either permanently or just for the week), notification must be given at least 48 hours in advance. Lessons that are missed without 48 hours notification will not be rescheduled and payment will not be refunded or credited.

Students are permitted **three absences per term as long as there is communication.** Make-up lessons will not be scheduled past three absences. Make-up lessons must be rescheduled within 30 days. Special consideration will be given to emergencies and illness.

In the event of inclement weather, BVS will reach out personally via text to each student. Lessons will be provided virtually via FarPlay, Zoom, or FaceTime at your regularly scheduled lesson time unless otherwise arranged.



Illness

Lessons cannot take place while the student is ill. If there is fever or other symptoms of illness, the student will be sent home and the lesson will be rescheduled.

Canceling Recurring Lessons

If for any reason a student decides to cancel their recurring weekly lesson time, **a full month's notice** must be given. Canceling without notification will result in being charged for that month.

Requirements for Punctuality

Students are expected to be on time for their lessons so as to not run into the following lesson. At the time of your lesson please knock (or text if you're waiting outside). It's not rude, it's your lesson time. :)

Expectations for Practice and Lesson Preparation

Set up your practice space! Find a space where you feel comfortable singing out. Students should follow teacher instruction with an understanding that practice makes progress. It is the student's responsibility to make sure they have a clear understanding of how to practice and what needs to be prepared for each class. (This especially applies to students ages 12 and up!)

Materials

Students must have a three-ring binder (or tablet if that is preferred) for handouts and sheet music, blank paper for notes, and water. Students are expected to keep their binder/device orderly. A recording device (such as a phone or digital recorder) is highly encouraged. Students may from time to time be asked to purchase music or piano books.

If working virtually, please check the Virtual Lessons Set-Up sheet.

Communication

- **Email:** balltripvoicestudio@gmail.com
- **Call/Text:** (606) 424-1641
- **Website:** www.amandaballtrip.com
- **Facebook Page:** <https://www.facebook.com/balltripvoicestudio>
- **Instagram:** @balltripvoicestudio

VIBE & Promise

The BVS VIBE is the idea that when you enter this space you will be in the presence of positive energy. By becoming a student you also agree to take part in this positivity. We do not partake in teacher bashing nor do we criticize our fellow colleagues. If someone comes to BVS with a negative experience my job is to focus on building a new positive relationship with good vocal or piano habits. No musician or teacher is alike and we all have a unique musical journey. The best artists and teachers come from an atmosphere that is free of putting others down. Let us all create an environment that is rich for learning and being the best we can be as artists, musicians, and human beings.



Student Information

Student Name(s)

Student Age(s)

Student Birthday(s)
(Year Not Needed)

Best Email for
Communication

Best Phone Number

Videos and Photos

Student videos and/or pictures posted only with written student and parental permission. These videos and/or photos are often shared on the facebook page and featured on the instructor's website.

Interested in being featured?

If yes, please initial.

Emergency Contact Information

Name

Relationship to
Student

Best Phone Number



I have reviewed and agree to the parameters set forth within the Balltrip Voice Studio policies.

Student or Parent
Signature (Typed)

Today's Date

How did you hear about Balltrip Voice Studio?

Friend

Newspaper

Radio

Social Media

Magazine

Website

Other

FOR TEACHER USE

Lesson Information

Lesson Type

Length of Lesson

Weekly Lesson Time

Price of Lesson