

\_\_\_\_\_ Check #  
\_\_\_\_\_ Cash

**Woodward Academy Application for Private Voice Lessons  
2021-2022**

**\*\*Please print clearly, have it signed by a parent, and return THIS FORM along with REGISTRATION FEE to either your choral director or theatre director.\*\***

**Lesson times will be assigned on a first-come, first-served basis.  
Lessons will begin the week of August 30th.**

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Student's Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Student E-mail Address (that is checked frequently): \_\_\_\_\_

Choral Student? \_\_\_\_\_ YES \_\_\_\_\_ NO Theatre Student? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you studied voice before? \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, for how long? \_\_\_\_\_

Indicate teacher preference: \_\_\_\_\_ Ms. Redden \_\_\_\_\_ Mr. White \_\_\_\_\_ No Preference

**LESSON TIME PREFERENCE:**

**LESSON LENGTH PREFERENCE:\***

\_\_\_\_\_ After-School (see below)\*\*

\_\_\_\_\_ One 30-Minute Lesson/Week

\_\_\_\_\_ Lunch

\_\_\_\_\_ One 45-Minute Lesson/Week

\_\_\_\_\_ Tutorial

\_\_\_\_\_ One 60-Minute Lesson/Week **(For after school lessons only)**

\_\_\_\_\_ "Free Period" (US only)

\_\_\_\_\_ If so, which period is free? \_\_\_\_\_

**\* Tuition rates are listed in our Policies for Private Vocal Study.**

**\*\*AFTER-SCHOOL ACTIVITIES: To help with scheduling, please explain your after-school commitments in the space below, including sports and rehearsal schedules. Please include days and times if known.\*\***

**As these activities change throughout the semester, it is your responsibility to inform your teacher!**

**PARENTS: We understand the rules for voice study and tuition payment on the Policies Page and have attached a registration check for \$25.00, payable to Woodward Academy.**

Parent Signature: \_\_\_\_\_ Parent name (printed): \_\_\_\_\_

Parent Phone: \_\_\_\_\_ Parent E-Mail: \_\_\_\_\_

## Policies for Private Vocal Study at Woodward Academy 2021 - 2022

\*\*For Students and Parents – please read carefully and keep on file.\*\*

*OUR GOAL: To teach each student a healthy and proven technique for singing that will allow their instrument, “ear”, musicianship, vocal confidence and enjoyment to develop to their fullest. We then move on to explore its use through songs of many styles – chosen to further vocal development, showcase the student’s gifts, and broaden the student’s knowledge of vocal repertoire.*

Regular lesson attendance and practice at home are expected of all students.  
Students are expected to bring all assigned music to each lesson.

Voice lessons can be great fun! But to have success, the following rules must be followed:

1) **ATTENDANCE** – In order to best accommodate the alternating school schedules and the teacher’s schedule, each student will receive an updated schedule via email for the upcoming week of lessons. This email will be sent no later than Saturday night the week before. All scheduled lessons that need to be missed for any reason must be cancelled, by way of emailing or calling the teacher, before 8:00pm of the preceding evening. If this is done, the absence will be excused, and tuition will be applied to the next lesson. **If this is not done, tuition will be charged.** Additionally, if a student is tardy to the point of missing **one third or more** of their lesson time, **the lesson will be cancelled by the teacher and tuition will be charged.** Three (3) unexcused absences will result in the student being put on probation and, if there is no improvement, dropped from the schedule at the teacher’s discretion. If a student finds that they cannot attend school on the morning of their lesson, a courtesy call to the teacher will be greatly appreciated.

2) **TUITION** – Tuition rates per semester are as follows:

Lesson Arrangement	Rate (half- pay)	Advanced Pay Rate
One 30-Minute Lesson/Week	\$35/Week (2 payments of \$262.50)	30/Week (1 payment of \$450)
One 45-Minute Lesson/Week	\$50.00/Week (2 payments of \$375)	\$45/Week (1 payment of \$675)
One 60-Minute Lesson/Week	\$65.00/Week (2 payments of \$487.50)	\$60/Week (1 payment of \$900)

Fall 2021 will include 15 weekly lessons, to be completed within the fall semester. Any prepaid lessons not completed during the spring will be made up by **Dec 17th**. Fall tuition must be received before lessons can start and/or continue. Payment 1 must be made by **Aug 27th**; payment 2 must be made by **Oct 15th**. Parents have the option to pay either by cash or check made out to the teacher. Students starting later in the semester will have their cost adjusted accordingly.

3) **LESSONS** – Lesson lengths depend on the time of day and the Woodward Academy class schedule. The scheduling of lessons will conform to the Woodward Academy calendar of holidays and exams, during which no lessons are taught. Lessons may be scheduled during lunch, tutorials, and after school. Lessons are taught in the practice studios on the third floor of Richardson Hall.

There will be days during the school year when students will be on a different schedule (Fridays are typically on a different schedule than the rest of the week). **If this happens, students are still expected to come to their lessons.** This is not the case when the student is required to be at an assembly or class meeting. This is particularly important for those who have lunch lessons. **If the student fails to notify their teacher of the required event in a timely manner and simply does not come, tuition will still be charged.**

*A note regarding “free period” lessons:* High school students will have the opportunity to use one free period a week on a voice lesson. Due to the rotating daily schedule, students will receive in advance the date of their lessons. However, this schedule system gives students the opportunity to make up lessons at the discretion of the instructor during their free period. Make up lessons are for *excused* absences only (see attendance policy above).

4) **REGISTRATION – (FOR NEW STUDENTS ONLY)** Before beginning lessons, a non-refundable fee of \$25.00 must be paid. This fee will help cover the costs of annual piano and studio maintenance. **Your check for \$25.00 should be made out to Woodward Academy and attached to your application.**

5) **PERFORMANCE OPPORTUNITIES** – There will be one (1) recital held at the end of the school year. The Spring Voice Recital is for anyone who wants to participate and typically occurs the Sunday after Mother’s Day in May. All are encouraged to perform in this recital. In fact, we work the entire school year with that as a goal. It is NOT, however, a requirement. To perform on the recital students are required to:

- a. Perform their song from memory
  - b. Attend a dress rehearsal with your accompanist (these will either be done at one set rehearsal time after school or by individual meetings)
  - c. Pay your accompanist fee
- More information will be provided later in the semester.

6) **CONTACT INFORMATION** – Parents, please feel free to reach out via email or by phone any time.

**\*All lessons will adhere to the COVID restrictions set forth by Woodward Academy\***

Emily Redden	502.424.2308	<a href="mailto:emilykredden@gmail.com">emilykredden@gmail.com</a>
Lloyd White	502.544.6208	<a href="mailto:lloydwhitev@gmail.com">lloydwhitev@gmail.com</a>
Suzanne Woodruff		<a href="mailto:suzanne.woodruff@woodward.edu">suzanne.woodruff@woodward.edu</a> (Choral Director)