



# COLLEYVILLE HERITAGE

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## PANTHER CHOIR

Kimberly McConnell, Director  
Jenna Hernandez McLean, Assistant Director

### Private Voice Lessons Contract 2021 - 2022

It is the goal of the CHHS Panther Choir to provide exceptional learning experiences for every student enrolled in our program. One way in which we realize this goal is through the GCISD Private Music Instruction Program. The Private Music Program serves a two-fold purpose. First, it allows interested students to receive individualized musical training. Secondly, it improves the performance level of the individual student and positively impacts the organization. By choosing to participate in this program, students will receive high quality, individualized instruction from degreed professionals through which they will develop an even greater understanding of healthy singing and performance habits. Students enrolled in voice lessons through this program will benefit from extra educational opportunities including solo performances and master classes throughout the year.

*Participation in CHHS Panther Choir Private Music Instruction requires an understanding of the following:*

#### STUDENT RESPONSIBILITIES

1. Students will be on time for all lessons.
2. Students commit themselves to consistent practice and to arrive fully prepared for each lesson.
3. Students will follow guidelines pertaining to absenteeism. (*see also*, Lesson Location and Scheduling)
4. Students will supply method books and other materials as required by the supplemental music instructor.
5. Students will meet criteria for student participation in the program (i.e. recitals, auditions, etc.).

#### FAMILY RESPONSIBILITIES

1. Submit monthly payments of \$20 per lesson to the instructor by the first lesson of each billing cycle. (*see also*, Financial Matters)
2. Encourage the student to practice daily
3. Provide reassurance and encouragement to the student regarding recitals, auditions, etc.

#### LESSON LOCATION AND SCHEDULING

1. Student lessons will be taught in the CHHS Choir Room practice facilities or a designated GCISD facility during summer months.
2. Lessons will be scheduled during the class in which the student is enrolled, during a lunch tutorial time, or before/after school. No lessons will be scheduled during other academic classes.
3. It will be the responsibility of the student to notify his/her voice instructor at least 24 hours in advance if a lesson is to be canceled. (*see also*, Cancellation/Lesson Make-Up Policy)
4. The music directors will aid the student in advising the private instructor of concerts, programs, holidays, etc., which would result in any interruption of the regularly scheduled lesson.
5. Excused absences will either be made up, or the necessary adjustments will be made for the following month's payment.

#### CANCELLATION/LESSON MAKE-UP POLICY

Students must contact **voice instructors** (*not the choir director*) at least **24 hours in advance** should they need to cancel or reschedule a lesson. Informing instructors in this manner will allow them time to make necessary adjustments to teaching and travel schedules to best serve all of their students. **If a lesson is missed/cancelled without a full 24 hours' notice, students forfeit their lesson time for the week**, unless, of course, a serious emergency arises. If a student's lesson falls on a school holiday, with the exceptions of major school breaks, every effort will be made to make up the lesson in the same week. Lessons cancelled by the instructor will be made up when the instructor returns (within the same billing period) or a credit will be issued on the student's account.



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### ENROLLMENT

To enroll your student in voice lessons, complete the information on the registration form and return it to the choir office. Students must maintain participation in the CHHS Choir Program to be enrolled. Lessons will be scheduled on a first-returned, first-scheduled basis. **Lessons are not a prerequisite for membership in any organization.**

### FINANCIAL MATTERS

**The cost of Private Voice lessons is \$20 per thirty minute lesson.** For a typical 4-week month, the approximate rate for lessons is \$80. Monthly tuition rates will vary depending on the actual length of the pay period and the number of lessons taken. Students will also be responsible for any materials and/or accompanist fees associated with studio and competition performances.

Full monthly payments are due prior to the first lesson of each billing cycle. All payments will be made directly to the student's instructor and can be made via cash, check, or online with PayPal. No lessons are given on credit and no postdated checks are accepted. Any returned checks must be reimbursed with added fees. Please read the cancellation policy carefully to avoid paying for missed lessons. **Additionally, please note that any late tuition payment made after the 15<sup>th</sup> of each month will incur a late fee of \$10.00, which will be added to the invoice. Students who are more than 2 weeks (2 lessons) behind on payment are subject to dismissal from the Voice Music Program.**

### SCHOLARSHIPS

The CHHS Panther Choir Booster Club is happy to provide financial assistance that offsets the cost of supplementary music lessons. All scholarship awards are based on both merit and need. The scholarship application should be submitted to the choir office as early as possible as applications are processed as they are received. A student who meets the requirements may apply for a partial scholarship to offset the tuition cost of Private Voice Lessons. Need-based financial assistance necessary for enrollment in private voice lessons is distributed in the order in which applications are received and approved. Scholarships will only be granted for teachers teaching on the CHHS Campus through the GCISD Supplementary Music Program. Students receiving financial assistance must commit to doing the following:

- Students must be present for all scheduled Panther Choir Department rehearsals.
- Students receiving financial aid must remain academically eligible and are expected to fully participate in all concerts, recitals and contests sponsored by the CHHS Panther Choirs, including, but not limited to: Texas All-State Choir Auditions, Region/District Choir Clinic and Concerts, UIL Solo and Ensemble Contest, and all department recitals.
- Students receiving financial assistance are expected to participate in all department fundraisers.
- Students must understand that lessons cancelled outside of the guidelines set forth in the Music Enrichment Program policies will become the financial responsibility of the student.
- Failure to adhere to the requirements for the receipt of financial aid may result in the reduction or elimination of a student's financial aid award.



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Colleyville Heritage High School Panther Choirs  
2021- 2022 Private Voice Lesson Enrollment Form

The Colleyville Heritage Panther Choir Voice Lesson Program offers individual instruction to students who are enrolled in choral ensembles at CHHS. Use your child’s legal name to complete the enrollment form. Return it to the campus directors prior to your child’s first lesson. Checks should be made payable to the instructor.

Please retain the attached policies for future reference. Additional copies of Voice Lesson Policies are also available on the choir website at [www.chspantherchoir.org](http://www.chspantherchoir.org).

STUDENT INFORMATION:

Legal Name \_\_\_\_\_ Grade \_\_\_\_\_ Choir Period \_\_\_\_\_

Student Email \_\_\_\_\_ Student Phone \_\_\_\_\_

PARENT/GUARDIAN INFORMATION:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

FINANCIALLY RESPONSIBLE PARTY (IF DIFFERENT FROM ABOVE):

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Unless specifically requested, instructors will email monthly invoices to the above email address. Please indicate here if you require that a paper statement be mailed to the above address: \_\_\_\_\_ Please Mail Paper Invoice

Instructor Request (optional): \_\_\_\_\_

Lesson Time Request:

\_\_\_ Before School    \_\_\_ During Choir Class    \_\_\_ After School    \_\_\_ Senior Release Period (Indicate Period)

In the event that the instructor’s schedule fills up during your class, would you be willing to take your lesson during a lunch period (once a week) if necessary?    \_\_\_ Yes    \_\_\_ No

*Please check each statement and sign below:*

\_\_\_ I have read and I understand the policies concerning the CHHS Voice Lesson Program including: *Payment Procedures* and *Missed Lesson Policies*.

\_\_\_ I understand that enrollment in the program is a commitment to taking lessons from September through May. Variance to this policy must be approved by the director.



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Parent / Guardian Signature

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Date

*You will be contacted by the assigned teacher and provided information concerning scheduling and payment.*