

# Tait Voice Studio Policies: Fall Semester 2024

## Contact Information:

Email: [etait2991@gmail.com](mailto:etait2991@gmail.com)

To be used for initial registration requests, and questions regarding scheduling more than 24 hours before the lesson is to begin.

Cell: 281-217-4312

To be used for last minute scheduling notices and small voice lesson related questions.

Website: [www.elizabethtait.com](http://www.elizabethtait.com)

General information

## Location and Time

- All lessons will take place at:  
**4310 Candlewood Park Ln, Katy TX, 77494**
- Gate Code: **#8683**
- Each lesson is **45 minutes long**
- Lessons begin on the **hour (i.e. 4:00pm, 5:00pm, etc.)**
- Fall Semester lessons are held between August 12th and December 20th

## Pricing Models

### Fall Semester Package:

- \$900 for fifteen (15) 45-minute lessons
- Must be purchased by August 19th.
- Students schedule their own lessons through Fons at any time based on Ms. Tait's calendar availability in Fons (see below).
- All 15 lessons must take place between August 12th and December 20th. No lessons will carry over into the next semester.

*Payment plans can be discussed on an individual basis*

### Individual Lesson Purchase

- \$65 per 45-minute lessons.

- Students schedule their own lessons through Fons at any time based on Ms. Tait's calendar availability in Fons (see below).
- Billing occurs after the lesson is complete.

## Potential Purchases

- If a student is performing a piece of music for any public performance, they must legally purchase the sheet music or accompaniment for that performance. This purchase will not be covered by the lesson fee. Ms. Tait can guide individual students through the best process for this purchase as the time arises.

## Billing and Scheduling Software

- All billing and scheduling are managed through an online system called **Fons**.
- Students must **register in Fons** to access the instructor's availability calendar and schedule their lessons.
  - Registration can be made through contacting Ms. Tait directly via email, or through her website.
- Registration in Fons requires the entry of a **valid payment method** and **email address**.
- Optionally, students can provide their **cell phone number** to receive text reminders before each lesson.



## Scheduling Procedure

- Ms. Tait's availability calendar is publicly set in Fons for the entire semester at the beginning of each semester (subject to change)
  - Note that Ms. Tait is not available every week of the fall semester, due to performance travel.
- Students are responsible for scheduling their own lessons. After students have requested to schedule a lesson, it must be confirmed by Ms. Tait. Once confirmed, the lesson is considered officially scheduled.

## Cancellation and Rescheduling Policy

- For the Fall Semester Package, no refunds are given for lessons not attended by December 20th.
- For the Fall Semester Package, confirmed lessons canceled within 24 hours of the lesson time, and no-shows will be deducted from your total lesson count.
- For Individual Lesson Purchases, confirmed lessons canceled with 24 hours of the lesson time, and no-shows will be charged the full cost of the lesson.

- Unfortunately, many situations can arise that can make this policy difficult and frustrating. These situations could include sudden illness, car accidents , etc. In order to maintain the integrity of the studio, this policy is necessary and will be enforced.
- If Ms. Tait needs to cancel a lesson, she will cancel the lesson in Fons and notify the student. The student will then reschedule the lesson in Fons based on updated calendar availability.
- If a student needs to reschedule (outside of the above 24 hour policy), then can do so on Fons, which will automatically notify Ms. Tait. When rescheduling, you must choose a date at least 48 hours from the time of the rescheduling. This is to avoid last minute changes to Ms. Tait's schedule.