## **Ryan Grace Voice Studio Policies**

## **Booking Policy**

All lessons must be booked up to 48 hours before the lesson. Booking is available through the form on the studio website. https://forms.gle/pSZs5o1VT65Tqr8p6

Students can book a weekly recurring lesson or book subject to lesson availability. Preferred time slots are not guaranteed but are based on availability.

## **Payment Policy**

Lessons are pay-as-you-go. At <u>Ryan Grace Voice Studio</u>, students can pay as it is convenient, up to 48 hours after their lesson.

Failure to pay within the allotted time could result in the termination of all lessons between the student and Ryan Grace Voice Studio. There will also be a £10/week late payment charge. Students with more than 1 outstanding lesson fee may not book their next lesson until all fees are paid.

In the case of group lessons, students can pay separately but more than 1 outstanding payment for any student will lead to a pause on group lesson booking for all students in the group. Student(s) in the group with no outstanding payments can book private lessons in the meantime but will have to pay the private lesson price.

In the case of group lessons, each student must be up to date on fees. Students must book together with one student as a proxy. Group lessons must all be booked as weekly lessons. These can be paid weekly or in advance. Payment options can differ between students in one group.

## **Cancellation Policy**

In the case of all lesson types, a minimum 24 hours notice is required for free cancellation. Failure to do so will result in a £10 cancellation fee. Acceptions can be made in the case of unforeseen circumstances or sudden illness at the discretion of Ryan Grace Voice Studio.

Students with weekly recurring lessons are asked to give notice of termination of lessons 1 week in advance (meaning they will have a minimum of one lesson remaining before termination).