

Rachel F. Hirsch Studio Policies and Procedures

1. There is a 24-hour cancellation policy or full payment is due. A notice of 48 hours is preferred. However, cancellation due to illness will not be charged. Please do not come in for your lesson. If you would still like to work, a skype lesson can be arranged. Otherwise, the lesson must be rescheduled. Appointments may be made through email or phone.
2. New students should fill out and e-mail me the questionnaire on my website at least 2 days before the first lesson.
3. It is strongly recommended that every student come prepared with a notebook and a recording device in order to document all lessons properly. It is expected that students will practice with recordings and notes in between lessons. The more practice time outside of lessons, the more progress will be made.
4. Cash or check is fine for payment. If the lesson is remote (i.e. Via Skype or ichat), payment must go in the mail by the day of the lesson. Unpaid lessons including those without 24-hour cancellation notice will receive a gentle and friendly reminder at first.
5. The student should be prepared to sing a small portion of a song in the first lesson in order for me to assess his/her musical vocal quality and range.
6. Unless otherwise discussed, students must understand that material will not be worked on until proper vocal technique is in place. Learning to sing in a healthy manor is of utmost importance and a pre-requisite for all repertoire.
7. It is important that the student learn how to choose his/her own repertoire. I can and will give suggestions, but it is also part of the student's responsibility to find appropriate pieces on which to work. Knowing how to choose appropriate music for your voice type is an important skill to have as a singer.