



Master control over your
voice and hone your craft
with an accomplished
recording artist

Online & In-Person Lessons

Phone: 303-842-5256

Email: katie@thevocalfix.com

Website: thevocalfix.com

Payment:

Payments must be made weekly or monthly, before each lesson. Lessons will begin once payment has been received.

For first lessons, payment must be made 24 hours in advance to hold your spot. Once payment is received, it is nonrefundable.

Payment for package deals must be made prior to sessions. Please note, payment for package deals are nonrefundable once purchased. All package deals must be used within 12 months of the purchase date. Any remaining sessions or services not redeemed within this period will expire and cannot be refunded or extended. In the event that The Vocal Fix for whatever reason is unable to provide the service for which you purchased the package deal, you are entitled to a prorated refund for a period of no longer than one year. Refunds are only granted in cases where The Vocal Fix is unable to provide the service.

Preferred Method of Payment:

1. zelle.com: 303-842-5256

Secondary Methods of Payment:

2. **Venmo:** [@vocalfix](https://venmo.com/vocalfix)

3. **Paypal:** katie@thevocalfix.com

Cancellations:

24-hour cancellation policy: lessons cancelled with 24 hours advance notice will be rescheduled, schedule permitting. *Students are responsible to pay the full price of lessons cancelled without 24 hours notice.*

Tardiness:

If the student is running late to a lesson, contact me to let me know. Out of respect to my other students, lessons cannot be extended beyond their scheduled end time to make up for missed time due to tardiness.

If I have not heard from the student by the ten minute mark: I will consider the lesson *cancelled without 24 hours notice*. This means the student will be responsible for the full cost of the lesson.

Holidays:

To meet client needs, The Vocal Fix continues to operate on most Federal Holidays, with the exception of New Year's Day, Independence Day, Thanksgiving, and Christmas. I will provide advance notice to my students about any additional holiday cancellations.

However, it is the responsibility of the student to notify me in advance if they will not be taking otherwise regularly scheduled lessons due to holiday, school break, family vacation, etc.. Lessons that are missed in this manner will be considered *cancelled without 24 hours notice*. This means the student will be responsible for the full cost of the lesson.

Contact:

Please feel free to reach out by emailing, calling, or texting my cell phone number for questions over policies, cancellations, inquiries and any other questions. The quickest way to get ahold of me is by calling or texting my cell. I will communicate over email with updates on lesson information and possible cancellations or rescheduling.

First Lesson Info:

Please bring any former repertoire the student has worked on in the past. Water and/or tea is encouraged.

Musical Equipment:

While the Vocal Fix may be able to provide certain repertoire and practice materials, we do not necessarily have a full compliment of instruments and other musical equipment to meet every client's needs. If you are unsure if you have adequate equipment (such as a violin shoulder rest, rosin, piano books etc) please reach out in advance. Music books may also be recommended or required for lessons to begin.

Virtual Lessons via Zoom:

All lessons are done through Zoom, using the recurring link below. Please enter a zoom meeting a few minutes prior to the lesson to ensure the lesson is started on time.

Recurring Zoom Link for all lessons:

[Click here for Recurring Meeting Link](#)

Meeting ID: 782 782 2702

Passcode: 1LhiVr

Please have a secondary device available for lessons. For example, using your laptop/ computer for the lesson, and a phone/tablet for looking up songs or to sing along with a track. You are encouraged to record each lesson to use during the week for practicing. You can record through zoom or audio record with apps like Voice Memos on iPhone. Lessons only work to be recorded if you are using a computer or laptop.

How to set up zoom optimal settings:

-Once in Zoom, on the top left of composer screen, click on Zoom then "preferences"

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then click "audio" tab on left

-Under Microphone, UNCHECK "automatically adjust microphone volume"

-Under Suppress background noise: CLICK "low"

-Under Music and Professional Audio: CHECK "Show in-meeting option to enable Original Sound" & CHECK "High-fidelity music mode" and "Echo cancellation"

-In the Zoom room in the top left corner, it should say "original sound: on"

*****These audio settings are on the desktop app only*****

In-Person Studio Health Policy

Because piano lessons require shared, direct physical contact with an instrument, maintaining high hygienic standards is a basic health precaution I must take to protect all of my students.

- Contagious Skin Conditions (Warts): Warts on the fingers or hands are highly contagious and easily transmissible through skin-to-surface contact. Because piano keys are delicate and incredibly difficult to disinfect thoroughly without damaging the instrument, I cannot permit students with active warts on their hands or fingers to attend in-person lessons.

- **Online Lesson Continuity:** To ensure your musical progress doesn't pause, students can always start or transition to online lessons until the condition is fully resolved.
- **Returning to In-Person Lessons:** I am happy to welcome students back to the physical studio as soon as the warts are entirely clear or are actively treated and fully resolved.

Practicing:

Students should aim to practice the length of their lesson, five days of the week. However, the amount of practice time will depend on the student's level. Students are encouraged to take breaks during their practicing, and find a regularly scheduled practice time each day. Voice students, please be aware while practicing how the voice/cords feel. If the student feels any strain or is uncertain if they are practicing a technique correctly, they should refrain from pushing or harming the voice. Discuss any and all questions during lessons.

Piano and Violin Students:

Fingernail Length Requirements: For both piano and violin students, fingernails must be cut short for all lessons and home practice. Long nails prevent proper hand posture, cause clicking on piano keys, and make it impossible to press down correctly on violin strings, which can damage the fingerboard and hinder technical progress.

Vocal Injuries:

While rare, vocal injuries may occur as a result of improper or overuse of the vocal cords. While I offer techniques to help strengthen and rehabilitate your voice, it is impossible to ascertain whether they are being performed correctly.

The Vocal Fix does not provide medical advice. Those suffering from sustained pain or discomfort in the neck, throat, and vocal cords should seek advice from their doctor.

Students agree to hold harmless The Vocal Fix and its instructor for any vocal injury or damage sustained through practice, performance, speech, song, or any other use of their vocal cords.

Studio Coaching:

For voice students needing help in the recording studio, I am open to discussing studio work depending on locations. Rates will be discussed upon projects.

Student Referral Discount:

I am always happy to take on new students, and love when students come recommended. There will be a 10% discount for the referrer (student/parent) for their next lesson.