Studio policies

K. Lawrence Studio offers personalized one-on-one voice performance instruction. Serving the Peninsula and South Bay, we customize every lesson to help students achieve their unique vocal goals, whether learning from the comfort of their home or at our Menlo Park home studio.

Pricing & plans

Lesson plan	30 minutes	60 minutes
First lesson	$55	$85
Monthly plan: 4 lessons	$220	$340
Monthly plan: 5 lessons	$275	$425
Semester: 18 lessons (10% discount) August-December or January-May	$890	$1,375
6 months: 23 lessons (15% discount)	$1,075	$1,660
1 year: 46 lessons (20% discount)	$2,025	$3,130

Our commitment

We're dedicated to delivering exceptional education in a positive environment where kindness and respect are paramount. We encourage students to:

- Embrace self-compassion and celebrate their unique voice throughout the learning process.
- Engage in consistent practice to internalize and master new abilities.
- Approach the creative journey with enthusiasm, recognizing that learning is rarely linear; celebrate every step, including the ups and downs!

Additional costs

Students are responsible for the cost of necessary study materials, including printed music, songbooks, vocal exercise downloads, and accompaniment tracks, to support their learning.

Payments & appointments

Payments

- Lesson fees are due in advance at the beginning of each month (4 lessons at a time). Monthly pre-payment is due by the 1st of each month. Alternate payment arrangements may be made based on scheduling agreements.
- Long-term prepaid plans include discounts, with pricing adjusted to account for holidays and seasonal breaks.
- Individual bonus lessons, such as summer sessions, may be added between packages at the standard rate.
- All payments must be made via Stripe; cash and checks are no longer accepted.
- Account balances must always remain positive. Upon withdrawing from the studio, any outstanding balance is due one week prior to the final lesson.
- A 30-day notice is required for any withdrawal. In the event a student discontinues lessons after pre-payment, they are obligated to attend all remaining pre-paid lessons, as no refunds will be issued. Payments are non-transferable to other students.

For months with fewer lesson weeks due to holidays or breaks, we'll coordinate adjustments with you beforehand. Our long-term plans (semester, 6-month, and 1-year) offer a 10-20% discount and have all holiday breaks pre-calculated for your convenience.

Appointments

- Your established appointment time will remain consistent each week unless a temporary or permanent change is mutually agreed upon.
- Schedules will be coordinated via Google Calendar, providing advance notice of holidays and studio closures.
- Please arrive on time for your lesson. If you are late, your appointment will still conclude at the scheduled end time. In the rare event that the instructor is delayed or a preceding lesson runs overtime, your full allotted lesson time will be provided.
- If you miss, move, change, or cancel an appointment without a minimum of 24 hours' notice, you will be charged the full lesson fee, and the time will be forfeited. Make-up lessons are solely at the discretion of the instructor and require prior arrangement.
- Excessive cancellations or missed appointments may result in the reassignment of your dedicated time slot.

Learning together

Location

Students and families can choose their preferred lesson location, subject to scheduling availability. Katie is happy to travel to your home for lessons, provided there's a quiet, suitable space available. Ideally, this space would include a piano for use during the lesson. Please note, a small transportation fee may apply depending on the distance. Alternatively, you're always welcome to have lessons at Katie's home studio in Menlo Park. Your lesson location will be discussed and confirmed when we finalize your lesson time.

Learning materials

To maximize your learning, please compile all your learning materials in a dedicated folder and bring it to every lesson. This will be especially helpful as you build your repertoire of sheet music, songbooks, or other study aids. We'll also send you accompaniment tracks via email to ensure you can practice easily and consistently at home.

Recording your lessons

To maximize your learning, please bring a digital recording device (such as a phone app or portable recorder) to all lessons. Reviewing these recordings between sessions is an excellent way to reinforce new concepts and learning. For online lessons, which are available only under special circumstances, recordings are automatically made via Zoom and will be sent to you via email.

Financial policy agreement

As a student (or legal guardian of a minor student), I agree to pay for all services rendered in accordance with the terms and conditions set forth in this financial policy of the studio, of which I have received a copy. I understand that all fees will be paid before exiting the studio and my account balance will remain positive during my time taking lessons. In the event legal action should become necessary to enforce payment of any and all charges, I agree to be responsible for and pay all reasonable attorney's fees and costs incurred.

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