

Ong Wei Shen Keane Studio Policy 2017/2018

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Lesson Venue: Singapore, TBD

My Role and Responsibilities

I will demonstrate the passion and knowledge of music and the voice and inspire the same in my students. As a music educator, my responsibilities include inspiring deeper learning (with my students' unique voices) and paving a way for my students to utilize their own voice to present themselves in a more dynamic way not only in performances but in daily life as well. I understand that each voice is different and unique, and thus lessons will be individualized to the specific learning needs of the student.

Students' Responsibilities

In the same way I will carry out my duties to my students with respect and professionalism, I expect students to give me and themselves that same kind of respect and professionalism.

I will expect students to:

- Be committed to the studio for the whole year
- Be punctual for every lesson
- Arrive at lessons warmed up and ready to sing
- Bring a bottle of plain room temperature water to lessons
- Bring needed material to lessons
- Have homework and song learning done prior to lessons
- Be attentive and receptive during lessons
- Ask questions
- Practice 4-5 times a week for at least an hour

It is understandable that there are unforeseen circumstances that arise from time to time. Please drop me an email or leave a message on my mobile to inform me of late arrival or inability to attend lesson.

Learning does not only take place in the studio, but in performance as well. My students will have a minimum of two performance opportunities including public performances per year.

Listening to music is also a crucial step in vocal and musical learning and is expected of every student. A keyboard instrument or application is essential in helping the student in practice and mastery of work and musical scores.

Tuition

Fees, Cancellation, and Termination Policy

Tuition fees for the 2017/2018 year include a one-time yearly logistics fee(which cover the costs of photocopies, book lending, and notebooking) and 4-5 lessons per month of 45 minutes each. Tuition fees are due at the beginning of the month and a receipt may be issued if requested. A 10% increase in monthly fees will be implemented at the start of every subsequent year to keep up with inflation. Please contact me if there are financial challenges faced and we can work something out.

Per month, there will be considerations for 1-2 lesson cancellations due to unforeseen circumstances(including illness and family emergencies) and be replaced with make-up lessons. Should I not be able to make it for lessons, a make-up lesson will be scheduled as well. Should the student need to terminate lessons before the end of the year for any reason, a one month notice and fee payment is required.

Additional expenses are likely to include:

- A library of music for loan (AV and Books/Scores)
- Training and experience
- Yearly repertoire planning
- Professional opportunities
- Bi-annual voice progress reports

Library Policy

An extensive library of books and AV material are available for students to borrow through a check-out process. For loans, please follow the check-out procedure below:

- Complete check-out sheet next to the library
- The materials may only be used by the student and not any of the students' friends
- Only 4 materials can be checked-out per student at any time
- Take exceptionally good care of the loaned materials
- Only pencil markings are allowed, if needed
- Loss of any material will incur a loss fee and the cost of the book

Media Release Policy

Especially in today's media saavy world, media is made to be an integral part of student learning and professional development. Photos, videos, and audio recordings of students and performances may be posted online and/or be released to the student. By default, personal information will be excluded or limited to first names only unless requested by the student being featured. Students may share links to these posts and performances but may not record the performances on distributable media and sell them for profit or gain. Legal action may be taken against any student who violates this action.