



Welcome to Gilmore Voice Studio!

Below is an overview of my studio policies, outlining what you can expect from me and what I kindly ask of my students and families in return. Please take a few moments to read through each section carefully. If you have any questions or concerns, I'm always happy to discuss them with you. If everything looks good, please sign and return one copy by your next lesson. Thank you.

LESSONS

Lessons are offered in 45-minute or 60-minute sessions. Typically, the first portion of the lesson focuses on vocal technique, with the remaining time devoted to repertoire, sightreading, audition preparation, or other musical goals as appropriate.

To make the most of your lesson time, please arrive having already completed a 5–10 minute vocal warm-up using exercises from the previous week.

What to bring to each lesson:

- Your music
- A water bottle
- A recording device (if you have one)
- Your school iPad (fully charged) and/or a 3-ring binder with lined paper
- Your studio practice log

It's helpful to keep all your materials in a dedicated folder or binder just for voice lessons.

FEES & TUITION

****New as of August 2025****

The tuition year is from August 1 - July 31 (August 25 - July 31 for 2025/26). Lessons are available through a **tuition package** as part of your **studio membership**. Tuition covers **28 lessons** redeemed within 38 potential instructional weeks in a year - August through July. The studio will be closed for 14 weeks each year, corresponding with holiday breaks, spring break, Dr. Gilmore's family commitments, and TBD summer dates for trainings, conferences, and vacations. Summer closures will include 2 weeks in June, 1 in July, and 2 weeks in August.

Rather than offering make-up lessons, bonus weeks are built into the schedule to provide flexibility throughout the year. More details can be found in the **Attendance** section below.

Tuition Packages: (NOT based on an hourly rate per lesson)

45-minute lessons: 28-lesson package over 38 weeks, August - July

60-minute lessons: 28-lesson package over 38 weeks, August-July

For pricing information, please contact Dr. Gilmore:

<https://www.gilmorevoicestudio.com/contact> | Gilmore Voice Studio

MEMBERSHIP BENEFITS:

1. Most sheet music is provided at no additional cost
2. Access to master classes with Dr. Gilmore or alumni
3. Communication between lessons (text or Marco Polo; replies within 48 hours)
4. College audition preparation (school selection, audition preparation, etc.)
5. Monologue and repertoire research support
6. Continued research by Dr. Gilmore on vocal pedagogy and exercises
7. Access to a Google Drive folder with helpful materials and sheet music. Extra Drive space.
8. Subscription to ****SightReading Factory**** (\$35/year value)
9. Dr. Gilmore's access to resources that benefit the singer in lessons: Appcompanionist, scanner software, sheet music company memberships, and many more.
10. Dr. Gilmore's membership in NATS, which provides students the opportunity to participate in the annual Student Auditions (entrance fee and pianist fees will be separate)
11. Recital Fees, including cost for pianist.

*****If all 28 lessons are taken before the end of the contracted year, clients may purchase additional lessons through the end of the year. Email Dr. Gilmore with this request for more information prior to the last lesson in the package. Dr. Gilmore will also reach out if the package is almost complete and there are still several weeks in the contracted year to take lessons.***

Standby/Drop-In Students (No Weekly Spot)

For students who do not hold a weekly time slot, lessons will be scheduled as availability allows.

Payment for each drop-in lesson will be due in advance, prior to confirming a time. Once we've found a time that works, I will email an invoice for you to complete payment.

Standby rates:

45-minute lesson: \$85 60-minute lesson: \$110

Important Update to Payment Methods (Effective June 1st, 2025)**1. ACH Payments via Intuit (Preferred Method)**

You will receive an invoice through QuickBooks that can be paid directly via a secure link in your email. This method allows you to pay by bank account or debit card. After your initial setup, future payments will be as easy as clicking a button.

2. **CHECK:** If you prefer to pay by check, you are welcome to do so **only** if you are paying annually or quarterly. I will not be accepting checks for monthly payments.

Please note:

Checks must be received no later than the day before your first scheduled lesson. I appreciate your understanding that lessons cannot begin until payment is received.

ANNUAL DEPOSIT

Returning students are asked to pay a non-refundable \$100 deposit by June 1st to hold their place for the upcoming school year. This amount will be applied toward the first tuition payment in August.

ATTENDANCE & CANCELLATION POLICY

Instead of offering traditional make-up lessons, your tuition includes built-in “**bonus weeks**,” providing a buffer for missed lessons. Simply notify me 24 hours in advance, and we’ll see you at the next scheduled session.

Think of these “bonus weeks” like a missed sports or dance class—no need to reschedule; you’re still covered and have the chance to complete your 28-lesson package by the end of the paid year.

Bonus weeks may be used for:

- Appointments or rehearsals (**with 24-hour notice**)
- Illness or last-minute emergencies (**with 24-hour notice**)

Please note:

- Any absences beyond the 6 allowed will go against the lesson package.

- ***More than 8 missed lessons will in a year will constitute removal from a regular weekly lesson*** spot, and the student will be added to the “standby list” for intermittent lessons.
- Bonus weeks may not be carried over or used to add extra lessons.

Teacher Flex Weeks:

I’ve also built in 4 floating teacher weeks for myself for emergencies, illness, or unforeseen events, like jury duty. You’ll be notified in advance if I need to use one. Any lessons missed beyond those 4 will be rescheduled.

Studio closures (see calendar in your contracts and on the website) are already accounted for and do not count toward your 6 missed lessons.

WITHDRAWING FROM THE STUDIO

If you decide to discontinue lessons, I completely understand and will miss working with you. Please provide **30 days' written notice** (via email or letter). Any lessons or fees during this final month will still be owed, regardless of attendance. Tuition will be prorated based on lessons received, and any remaining balance will be due at your final lesson.

SCHEDULE

Gilmore Voice Studio closures follows the St. Vrain School District calendar. Lessons are typically scheduled Monday - Thursday, 2:30-9:30pm.

Spots are scheduled on a first-come, first-served basis each July for the upcoming year. I will email a Google Form in late July for time requests for the upcoming year.

ONLINE LESSONS & ILLNESS POLICY

If you’re not feeling well or there’s a snow day, Zoom is a great option. Please stay home if you have a sore throat, cough, fever, or other contagious symptoms, but we can still have a productive lesson online.

Zoom lessons may include:

- Sightreading
- Diction
- Interpretation
- Musicality and more

MUSIC SELECTION

Repertoire is thoughtfully chosen to support each student’s technical and artistic development. Students are encouraged to share their preferences and bring ideas to the table.

If you'd like to focus on popular music, I may also suggest classical or musical theatre selections to support healthy vocal technique and a broader range of expression. This is up for discussion at your first few lessons.

Students are welcome to bring in outside music (choral or solo). If the piece is not appropriate for your current level, we'll discuss alternatives.

PRACTICE EXPECTATIONS

Consistent practice is key to vocal growth. Ideally, students should practice 4-5 times a week, even if only for short sessions (20-30 minutes).

Good practice includes:

- Warm-ups and vocal exercises
- Repertoire work
- Memorization
- Sight singing
- Diction, translation, character work, etc.

My goal is to help each student develop a healthy, expressive voice, grow in musical understanding, and enjoy the journey. Support from family and friends makes a big difference—thank you for encouraging your student!

ANNUAL RECITAL

The studio recital is held the first Saturday in June (May 30th in 2026). Participation is optional, but strongly encouraged as a performance goal.

Acknowledgment (please print this last page, sign and bring to your first lesson)

I've read and understand the above studio policies. I agree to abide by the terms and am looking forward to a wonderful year of music-making!

Print Student Name: _____

Student Signature: _____

Parent/Guardian Signature (if applicable):

Date: _____ Phone Number: _____