

Vanport Square Studio

"Inspiring Authentic Communication through Song & Performance Craft"
Singing Performance Classes, Workshops, Performances & Productions

Contact:

Michelle's Cell phone: (503) 816-7140 *Please call or text if you are running late.*

Studio Location: 5229 NE MLK Blvd., Portland, OR 97211, Suite #102
(Entrance is in the back of the building off the parking lot.)

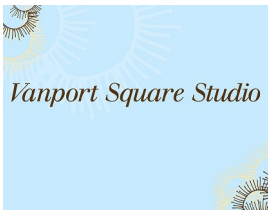
The studio will be open 15 minutes prior to classes to support classes starting promptly on time.

Creating & Holding the Space:

The nature of the work in this class can be very personal, vulnerable and intimate with each participant working on different challenges, obstacles & goals. To support the environment of risk-taking and each person's ability to explore their own path of development, please respect and follow the guidelines outlined below.

- **Be on time—**
If you will be late please notify Michelle *at least 1 hour before class* and enter class between work sessions. Interrupting a work session is not allowed. Allow time for eating and bathrooms prior to class. We will take a break mid-way.
- **Be prepared—**
Bring sheet music, a journal and, if you like, a recording device to class. Each participant's preparedness contributes to the level of work possible in class. "Discipline equals freedom."
- **Be Professional—**
All participants are requested to act professionally and with courtesy at all times. This includes "holding the space" between work sessions with no cross-talking, eating, cell phones etc. Please stay focused on the work.
- **Be Respectful—**
We co-create the atmosphere vital to supporting this process. **All work, feedback and discussion remain anonymous outside class—**personal boundaries maintained and respected at all times.
- **Share what you experience in the moment—**
When given the opportunity to offer feedback in class be mindful about sharing your experience only. Refrain from offering advice, giving direction, or critiquing your fellows. "Criticism" of any kind—even with the best intentions—is truly counter to our purpose and ultimately of no benefit.
- **Commitment—**
Your commitment to class supports & inspires the other students as well as honoring yourself. New Students commit to class for 3 months initially and all students are required to give 2-weeks notice prior to leaving class.
- **Accessibility—**
Teachers are available to students. Don't hesitate to call to discuss any aspects of your work including your previous experience, any particular goals you may have and anything that comes up during the process.





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Tuition and Make Up Policies—As of October 2012

Tuition*:

\$55 / Single Class (first time participants—PATA members first class is free)

\$190 / month (4 classes)

\$540 for initial 12-week commitment (payable in 2 installments)

Payment is due 1 week prior to the first class of the month to secure your spot in class (cash or check payable to Vanport Square Studio or by credit card when paying online via the website). Payment 1 week prior to the monthly or 12-week session reserves your spot in class.

- ♪ There is no pro-rating (not paying) for classes that will be missed. Your tuition holds your space in class in addition to paying for the facilitation and accompaniment you receive
- ♪ The 12-week session is available to new participants (required to enroll in 12 weeks initially) at their first class
- ♪ The 12-week session is available to ongoing students prior to the session beginning: January, April and September
- ♪ Participant who have been previously enrolled a minimum of 6 months may "drop-in" for classes by contacting the studio 48 hours in advance when space is available

Enrollment:

- ♪ **All New Students make an initial 12-class / 3-month commitment.**
- ♪ ALL Students are enrolled until giving 2-week notice as stated below.
- ♪ Please provide and maintain current contact information

Absences/Make-ups:

- ♪ **The studio does not offer make-up classes for missed classes**
- ♪ If you will have an extended absence due to circumstances such as travel or a show you may make arrangements with the studio on a case-by-case basis prior to the tuition due date for that month's class!

CLASS SWAPPING! (What you can do if you will miss class...)

- ♪ Enrolled students are invited to subscribe to a googlegroup/listserv upon enrolling where they can **swap** classes amongst themselves as needed or desired. **The studio does NOT manage or coordinate this.**
- ♪ Additionally **you may gift a class you will miss to a friend** who wants to audit class for the first time or a student (past or present) who would like to take the spot -- You must notify the studio in advance of them coming to class.
- ♪ No-Shows are not allowed. Missed classes are forfeited unless other arrangements are made with the studio prior to the tuition due date for the session class will be missed.
- ♪ There are no credits given retroactively and no refunds.

If a teacher is ill or a conflict arises a substitute will teach in their absence. Substitute teachers have been a part of the Vanport Square Studio process as well as having other training and experience that qualifies them to teach.

Leaving Class: A minimum of 2 weeks notice is required prior to leaving class.

This allows time to find a resting place in the process and shows respect & professional courtesy for the others who journey with you in this collaborative process. ***If notice is not received at least 2-weeks prior to tuition being due, students are responsible for payment.***

Flexibility in all of the studio policies may be considered on an individual basis. It is each student's responsibility to request special arrangements in advance when the need arises. The nature of our work together requires our mutual commitment and professionalism. By honoring these policies we co-create the supportive environment that best facilitates our process together.



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Thank you,

Student Contact Information

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

EMAIL: _____

****Please indicate best way to contact you regarding class.***

_____ Please initial on this line to indicate you have read and understood the payment policies and guidelines and bring this page to your first class. Thank you!

