

# 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 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 August 2011

### Tuition\*:

**\$190 / month (4 classes)**

**\$530 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). When tuition is due, please arrive 10-15 minutes early to allow time for payments to be received. If you do not attend the first week of class please bring payment to the prior class, send payment or make other arrangements with your teacher directly.

- ♪ There is a discount for PATA members: (\$500 initial 12-weeks / \$175 monthly)
- ♪ 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 you receive.

### 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 or your guest must notify the studio in advance of 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.***

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[www.vanportsquarestudio.com](http://www.vanportsquarestudio.com)

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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.

Thank you,  
*Vanport Square Studio*

## 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!



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