

## Instrumental Lesson Policy 2019

Please ensure you read and understand the policy terms and conditions, and then return the attached agreement form.

These terms and conditions are based on the Music Teachers Association recommended policies for members.

### STUDENT ABSENCE

Notification of absence (due to excursions, tests, exams, camps, or any other appointment), must be communicated **before 5pm** the night prior to the lesson.

If a student is away due to unforseen illness, the teacher must be contacted **before 8am** on the day of the lesson.

**UNFORTUNATELY, IF NOTIFICATION IS NOT GIVEN BEFORE THIS TIME, PAYMENT FOR THE LESSON WILL STILL BE REQUIRED AND NO MAKE-UP LESSON IS POSSIBLE.**

It is the parent's and student's responsibility (not the school's) to notify the teacher of all excursions and other school events.

### TEACHER ABSENCE

If the teacher is absent, parents will be notified and another lesson will be negotiated.

If the lesson is unable to be made up during the term and has been cancelled by the teacher, this will be credited the following term.

### INSTRUMENT REQUIREMENTS

A student must have daily access to a suitable instrument. Please let us know if we can help you with information regarding purchase of a suitable instrument.

### FEES

**\$28.00 per 30minute private lesson.**

**\$18.00 per 30minute group lesson.** Please note that group lessons are only available in singing and piano and require a minimum of 2 students to participate (maximum of 4 per group)

**"Introduction to Piano"** group lessons are available for a period of one term only (group rate applies). After one term students may change to private lessons at the private lesson rate.

**Fees are payable by term only and an account will be issued in the first week of term.** Each private lesson is 30 minutes.

Payment for the entire school term is strictly required **within fourteen (14) days** from the commencement of each term.

**Failure to pay within fourteen days will result in a 10% surcharge. Failure to pay by the due date will not guarantee the student's music lesson placement. If payment is not received we have the right to suspend lessons until payment has been received.**

No personal cheques will be accepted. Payment can be made by money order, cash or direct deposit. Direct Deposit banking information is on the invoice.

If payment responsibility is to be made by more than one parent this must be submitted in writing including the portion of payment for each party and **MUST BE SIGNED BY BOTH PARTIES. Failure to include this information will result in the person signing this application be responsible for the full invoice payment.**

**DEBT COLLECTORS WILL BE SENT FOR ANY OUTSTANDING ACCOUNTS AND CHARGES FOR THIS SERVICE WILL BE PAID BY THE CLIENT**

### MAKE-UP LESSONS

If a student fails to attend a lesson without prior notification as outlined within this policy, a catch-up lesson will not be scheduled and the fees for that lesson will be forfeited by the student. Any extra lessons scheduled for special purposes such as exams carry the same fee and will be invoiced as required.

### BOOKS AND PHOTOCOPIES

Students will be periodically required to purchase music books. These will be invoiced as required. Photocopies will be invoiced on the next term's invoice, or upon concluding.

It is essential that music books and diary are brought to every lesson. If books are not brought, lessons may be cancelled. Parents are asked to read and sign the diary every week.

### DISCONTINUING LESSONS

If a student decides to discontinue lessons, the following steps are to be taken:

- ❖ **5 weeks written notice** is required before the end of the current term from the parents/caregivers to the teacher, to avoid incurring fees for the following term
- ❖ The student continues lessons until the end of the current term, or the remainder of the term payment is forfeited
- ❖ Parents are also required to give written notice before the end of Term 4 if a student is discontinuing lessons at the end of the year, otherwise fees will be charged for the following term
- ❖ All outstanding amounts **must be** settled prior to the final lesson – this includes photocopies, books and any other incidental charges

## **INSTRUMENTAL LESSONS AT YOUR SCHOOL**

*Learning music can be a very rewarding and enjoyable experience. Music is a universal language understood in every country, and provides a unique way of communication with others. Music is a wonderful adventure for people of all ages, and I hope your association with Hallmark Music Studio will be a long and enjoyable one.*

*No more trying to find a suitable teacher who can accommodate your busy, after school schedule, as lessons are provided throughout the school day during school time.*

*A lifetime of musical opportunity and talent could be discovered if given the chance. The satisfaction of sharing this gift with family and friends is also very rewarding.*

## **PROVIDING TUITION IN:**

**Piano**  
**Violin / Viola / Cello**  
**Singing / Voice**  
**Flute / Recorder**  
**Trumpet / Trombone**  
**Guitar, Bass Guitar**  
**Drums**

**Music Theory**

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## **Instrumental** **Lesson Policy** **2019**

**St Margaret**  
**Mary's School**

