



Studio Policies for the 2014/2015 Term

1) Tuition fees are to be paid in advance in **5 POST DATED CHEQUES**. This year, there will be five terms with 7 weeks per term. (Total: 35 weeks).

Fees for 2014/2015 are \$ for seven half-hour lessons (private piano/theory), \$ for 45 minutes, \$ for 60 minutes. Pre-registration is done in May and June.

Dates for the five cheques: 21 Aug 2014, 9 Oct 2014, 27 Nov 2014, 29 Jan 2015 and 12 March 2015.

2) The tuition fees for the year cover all activities. There are no extra charges for Master Classes or Recitals. There are no extra administrative charges in September. There are no extra charges for students in higher grades. Also, music theory instruction is included in the lessons at no extra charge and there is no charge for the time required to mark practice theory papers (e-mailed to teacher) before exams.

3) **No refunds will be given once a cheque is cashed.** A **one-month notice** is required if a student wishes to stop studying and therefore cancels their time slot.

4) Attendance must be regular and punctual. If a student arrives late for their appointment, they will only receive the remaining time of their lesson.

5) **All missed lessons will be charged for except the following:**

a) Lessons cancelled by the teacher.

b) If the student is sick. In the case of illness, a **24-hour notice is required**. If this requirement is not met, **the lesson will be charged for**. A student who misses a lesson due to illness and has given the proper notification to the teacher is responsible for making up that lesson at a time convenient to the teacher. **That lesson will be charged for if it is not made up within a one-month period. Only 1 lesson per 7-week session will be made up.**

In all other cases, lessons will be charged for. (i.e. if a lesson is cancelled due to lack of practice or because the student has forgotten his appointment).

LESSONS WILL NOT BE MADE UP IF A STUDENT IS AWAY ON HOLIDAYS.

If the student arrives at the lesson suffering from a **contagious illness** i.e. an obvious bad cold, cough or flu, the teacher, at her discretion, may refuse to teach that student. **This lesson will not be made up.**

6) **If the lesson is cancelled for reasons other than illness, the teacher is under no obligation to make up this lesson.** This includes **inclement weather, school trips or other activities, birthday parties, sports games, sports practices etc.** Lessons **MAY** be rescheduled at the discretion of the teacher **only if there is a time slot available or if a switch can be arranged.**

7) **At least a one-week notification is required if a student is going to miss a lesson due to personal activities. If this notification is not received, the lesson will be charged for.**

If a one-week notification is received, parents may be given names of other students with whom a switch could be arranged. It is up to the parent or student to arrange for a switch and to inform the teacher. **This lesson must be made up within the same week, not at a later time.** All lessons must be made up by the end of the school year. **Regular lessons cannot be carried into the summer or into the next year.**

8) The teacher will obtain the music books required by the students. The student will be notified by E-mail when new music has arrived. **Please pay for all music books promptly.** A check or the correct change would be greatly appreciated.

9) There is a recycling program in place for old books. Students will have the opportunity to sell old books, which will in turn be made available for other students to purchase at a reduced cost. If you have any old books that you wish to sell, please bring them in right away and they can be sold to other students who need them. Also Parents may wish to check the recycled books in the waiting room from time to time for some great deals!

10) Group pictures of my students may occasionally be posted on The Student Music Organizer Blog website or on The Student Music Organizer Facebook site. Student names will not be posted.