



## Tuition Policy 2019

### Weekly Requirements

- Students must arrive on time for their lessons at their scheduled appointment; missed lesson time due to late arrival is forfeited.
- Students must be prepared with all appropriate books and materials at each lesson.
- Students must have spent adequate time preparing for their lesson during each week, including the practicing of practical work on a suitable instrument, and the completion of any written work. Parent involvement in home practice is highly recommended.
- Parent/carer attendance to lessons is recommended for children under the age of 8 years. Parents/carers of children over the age of 8 years are invited to attend on occasion if they desire (maximum concentration and effectiveness are achieved when only the teacher and student are present).

### Absences

- Impending absences should be communicated to Michela via phone-call, SMS text message, in-person, or email as soon as possible.
- Missed lessons for any reason are forfeit and cannot be recovered.
- 'Lesson swaps' and changes to lesson times may be negotiated within the same week but are not guaranteed. Advanced notice must be given in order to be considered.
- Any lesson cancelled by Michela will be arranged for an alternative time or discounted from the subsequent term's account.

### Public Holidays and Student-free Days

- Unless otherwise advised, lessons on Public Holidays are cancelled and will be deducted from the term's account.
- Lessons being held at the studio are *not* cancelled for student-free days.
- Lessons during school time are cancelled for student-free days and will be deducted from the term's account.
- Lessons during school time are *not* cancelled for school events (e.g. excursions, athletics/swimming carnival, assemblies, learn-to-swim programs, etc.). Parents should contact Michela as soon as possible if a clash with an event or activity is foreseen so that a lesson swap can be organised.

### Tuition Rates and Fees

- Tuition is charged by the term. There are 4 terms per year (usually 10 weeks or 9 weeks each).
- Weekly lesson rates are as follows:
  - 30min for \$34.00 (for beginner students up to grade 2 piano level);
  - 45min for \$49.00 (for intermediate piano students from grade 2-5);
  - 60min for \$65.00 (for advanced students at grade 6 level or above).
- An account invoice will be emailed to the primary contact person at the start of each term detailing due fees for which payment is expected in full within one month as indicated on the invoice due date (unless otherwise negotiated).
- The cost of all books, materials, performances, and examinations will be charged to the student's account, and will be included on the account invoice.
- A late payment fee of \$10.00 applies to an overdue account payment.

### Discontinuation

- If determined that a student will cease lessons at any time during the year, this should be communicated directly to Michela Pinner as soon as possible.
- A student may only cease their tuition at the end of a term; lessons will not be refunded.

*Tuition may be terminated if any of these policy requirements are not met to a satisfactory level.*