

STUDIO POLICIES



Thank you for choosing me as your piano teacher! In order to ensure that you or your child get the most effective and creative teaching possible, I have established the following policies.

Tuition Structure

Lessons are conducted during school term time based off the Western Australian School Calendar and there are 40 lessons scheduled over the year. Please check the start dates of each term as they may differ slightly from your schools start dates. Unless otherwise advised lessons will continue to run on public holidays.

Tuition Payment

Tuition covers not only the actual lesson time spent with the student, but time preparing for each student as well and my ongoing business costs, including:

- An individualised plan for each student's course of study
- My training and experience
- Professional memberships and ongoing training
- Insurance
- My music lending library
- Printing, scanning, copying
- Games and incentive programs
- Music technology (ipad, apps, keyboards)
- Event costs (venue hire, set up costs, trophies!)

Tuition is spread equally over the course of a year and charged each month in advance, starting January 25th. This monthly payment guarantees the student's place in my studio and covers the costs of lessons and enrolment. The monthly payment amount is divided evenly between the 11 months from February to December. This means that whether there are 5 or 2 lessons in that month, the tuition fee is exactly the same. Students will setup an automatic debit each month with Credit/Debit Card through my Music Staff software. All tuition payments are non refundable and not adjusted for missed lessons due to student absence.

Events and Performance Opportunities

Students are given multiple performance opportunities throughout the year to help build their confidence performing. Concerts/performances offer students are great

sense of accomplishment and pride for their hard work and give students a goal to work towards. Performance opportunities include both informal piano parties (mini concerts with breaks for games which are student only events), the Piano Dinner (relaxed recital where students provide background music) as well as an end of year concert. Please note that students are expected to attend all private and group lessons and performance opportunities. Students make the most progress and have the most enjoyment when they are engaged and participating fully in all that piano lesson have to offer.

Missed Lessons

Because specific times are set aside for specific students, a student who is unable to attend a lesson will simply miss the benefit of that lesson. An alternative lesson time may be available if another student has cancelled a lesson in advance. Times open for make-up lessons will be posted on the calendar on the My Music Staff calendar and it is the parents responsible to check the site regularly and sign up for make-up classes. If you need to miss a lesson please provide as much notice as possible as this means that another student has the opportunity to make use of your lesson time. Make up lessons are not guaranteed and are dependent on availability.

In the interest of the health of all studio members students that are ill should not attend lessons. If a student has an infectious disease and is unable to attend lessons, but is well enough to follow along at home a skype lesson may be possible, provided sufficient notice is provided to set this up.

Discontinuation of Lessons

Students are expected to enrol in lessons for the entire academic year. Understandably though unexpected circumstances do arrive and lessons may need to end during the year. Please make sure the decision to make lessons is made thoughtfully with plenty of discussion between the teacher, parent and student so that lesson can cease with a positive sense of closure. For this reason, and to ensure adequate time for a new student to begin, the studio requires one month written and paid notice before the term ends of cancellation.

Discontinuation of Lesson by the Teacher

I reserve the right to end lessons with a student at any time. Reasons for not continuing with lessons may include lack of home practice, lack of attendance at lessons/performances, an unco-operative attitude in lessons or failure to make payment by the required time.