

# 2021 Studio Policies

- When putting together the 2021 schedule, my current students have priority. New students from the waitlist will be scheduled according to who fits best with the available buddies and what times they are free for lessons.
- Students must not attend lessons if they are sick and/or contagious, especially if they have not attended school due to being unwell. Students should also wash their hands before lessons.
- Flex weeks: While I schedule for all 40 weeks of the school year, I only charge for 36. This means that if I need to take time off due to sickness, being away, or other unforeseen events, I can do so.
- If a student misses a lesson without notice it will be forfeited. If at least 24 hours' notice has been given, you may request a reschedule within the next week or two, subject to availability (eg. other students also giving enough notice to be able to swap lesson times around).
- Public holidays are taught only at my discretion. If I am not teaching on a public holiday, I will provide an alternate day for a reschedule or use one of my flex weeks.
- If I must cancel a lesson myself due to sickness or any other reason, I will give as much notice as possible and either provide an alternate day for a reschedule or use one of my flex weeks.
- Students must have consistent access to a suitable piano or weighted keyboard to practice on for at least 5 days a week.
- Students are expected to practice at home regularly and thoughtfully.
- Parents are expected to be active participants by bringing students to their lessons on time with all their books and materials, helping with practice at home, chatting to me, reading emails, and reading their child's notebook to keep up to date with what's happening.
- The monthly membership fee is due within the first 7 days of every month from February to December – please set this up as an automatic payment through your bank to avoid forgetting.
- If the monthly fee is late, a \$10 late fee will apply.
- As the fee is an instalment of the overall yearly lesson cost, and not a reflection of the lessons and materials received in any given month, the fees remain the same every month regardless of the number of lessons that take place.
- Enrolling in lessons means that you agree for lessons to continue until the end of the year. If you wish to cancel partway through the year there is a cancellation fee of \$100, due at the beginning of the month after your last membership payment.

## 2021 Membership Fee Changes:

- The monthly membership fee for 2021 will be increasing to \$150/month for students in 45-minute buddy lessons, \$130/month for children in 30-minute private lessons and \$120/month for adult students in 30-minute private lessons.
- There is a \$35 registration fee due within 14 days of submitting the 2021 Enrolment Form, to hold your place in my schedule and to cover a small part of the work I do in January scheduling and planning for the year.
- Bank account number: 12-3167-0138451-00. Reference: Student's name.

