

Please take a moment to read the following in detail, print and sign:

___ 1. If I, the teacher, am unavailable for a scheduled lesson I will make the lesson time up on another date, OR extend two lessons by 15 min., OR use one of the buffer spots not included in your initial billing (i.e. there may be 38 Wednesdays designated for lessons and billing is for 36).

No allowances will be made for lessons missed by a student except by special arrangement or in the case of prolonged serious illness. Lessons will not be changed to accommodate school trips, sports, family holidays, sick days, etc.

We can try to arrange a switch with another student if possible, the courtesy of a week's notice will be most helpful and the switch will not always be possible. If the student is away for an entire week it is not possible to make up that lesson.

Missed lessons will be charged as normal lessons as that 30/45/60 min block has been reserved for the whole school year. This policy is used by my colleagues as well as for lessons given at music stores and is not unique to my studio (please see ORMTA Policy above).

___2. All lessons are to be paid in advance on the first of the month.

There are 3 options for payments:

A) E-transfer on the 1st of each month for equal billing amount or for amount indicated on invoice;

B) Full tuition due at first lesson;

C) Two half payments of tuition dated for first lesson and second half dated for February first.

If payment is not made, lessons will be cancelled and the spot will be given to a student on the waiting list. If a financial situation has arisen, please contact me to discuss options. I also have access to scholarship/bursary opportunities to help out in the event of an unforeseen financial situation.

___3. If a student wishes to discontinue lessons, a month's notice must be given. Due to the equal billing arrangements, there may be a balance owing at termination of lessons. This must be paid in full on notice of discontinuance.

___4. All current music books (if applicable) are expected to be purchased and brought to all lessons.

___ 5. Lessons are \$32 per half hour; \$48 per 45 minutes; \$64 per 60 minutes. There is also an annual administration fee. \$30 per student, \$40 per family. this helps to cover the cost of the many apps and software used to conduct lessons both in person and virtually.

___6. It is necessary for you to have a quality instrument for your child to practise on during the week. An acoustic piano is preferred. A correctly tuned instrument is essential to developing proper technique, ear training, tone production, and performance habits. Please contact me to discuss options for your child.

I have read and fully understand the policies as outlined above.

Name of Student: _____

Signature of parent or guardian: _____ Date: _____

