

JAMES FLORES

MUSIC STUDIO

Mr James Flores accepts pupils on the terms and conditions which follows:

- A. **Tuition** will be given for four terms a year. Each term will consist of weekly lessons, commencing on the week of each NSW school term start date.
- B. **Fees** for each term are to be paid in advance not later than the first lesson of that term. An option to pay in instalments may be given under exceptional circumstances only and to those who are in a difficult position to pay upfront. This matter can be discussed and pre-arranged before the commencement of term. Every possible solution to a problem will be favourably considered. A late fee of \$30.00 will be applied to your account if not settled before the commencement of the fourth week of term. When a fee increase is set to occur, ample notice will be given.
- C. **Lessons** missed through the pupil's non-attendance will be charged for. Makeup lessons are not provided nor will refunds be given for lessons missed due to family trips or extended holidays, work commitments, outside school or private activities, neglect or forgetfulness and other unacceptable reasons. For lessons missed due to illness or death in the family; one lesson per term will be given at the teacher's specified timeslot. A makeup lesson unclaimed for the respective term will be forfeited. If the teacher is unable to attend a lesson, the lesson will be credited or refunded.
NB: For a family of siblings, makeup lessons will be provided only to the one who missed the lesson and not to be taken by another sibling.
- D. **Alternative lessons.** Students who are mildly ill may wish to schedule a video or phone lesson during their regular time.
NB: If you are too sick to attend school, you are too sick to attend your lesson.
- E. **Books and other learning material.** It is the responsibility of the pupil/parent to purchase required sheet music, books or other learning material as advised by the teacher.
- F. **Examinations and competitions.** The teacher will not enter any pupil for any examinations or competitions:
 - a. Without the pupil's/parent's consent
 - b. Unless, in the teacher's opinion, a level of proficiency has been attained which is adequate for the standard of the examination/competition.
 - c. Unless payment for the examination or competition is paid in full
- G. **Notice to discontinue.** It is assumed that students will enrol in lessons from term to term. A notice to discontinue must be forwarded before the first lesson of the new term, otherwise half of the term's fees will become payable. For lessons discontinued in the middle of the term, no refunds will be given.
- H. **Practice.** Students must establish a regular practice routine in order to enjoy and maximise their musical education. Younger students will need an adult to sit with them and guide them at practice time. Extra practice time should be allocated for upcoming exams or performances. The teacher can help a student come up with a regular practice schedule and also provide clear notes after each lesson with what work is to be done in practice.
- I. **Holidays.** Lessons will be suspended during NSW school breaks, including the longer summer break, and in the usual public holidays as announced by the teacher.
- J. **Workshops.** Outside the teaching terms, the teacher may run workshops on a particular aspect of music. Students that are available during these periods are highly encouraged to attend these opportunities. Fees for workshops will be advertised as they are made available.
- K. **Photos and videos.** From time-to-time and as necessary, the teacher may take photos and videos of students for the purposes of musical development and for use on the studio's

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L.Dip.SCSM (Perf) (Hons), Dip.SCSM (Ch.M), CMT, A.Mus.A (Organ), A.Mus.A (Piano)

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website, newsletter, social media accounts and other similar promotions. A separate consent declaration by the parent/guardian (if the student is under 18) or student must be completed (either yes or no) and is available at the end of this document.

This policy is in line with the terms and conditions of the majority of other music institutions.

Schedule of fees for 2018

Fees are payable in advance for the term (or part-thereof)

Accepted payment methods: direct deposit (preferred), credit card, cash & cheque.

A. Individual tuition

30 mins per week: \$35.00 per lesson

45 mins per week: \$50.00 per lesson

60 mins per week: \$70.00 per lesson

Admin fee: \$5.00 per term, per student

(to assist with cost of student materials, studio and instrument upkeep, professional development and contribution towards expenses for student recitals)

B. Casual tuition, additional 20% of the lesson fee as stated in part A.

C. Group theory class (max 3 students)

A student may attend one theory class per week at the studio's advertised class times.

30 mins per week: \$150.00 per term

James Flores Music Studio is fully covered by Music Teachers Public & Products Liability, Professional Liability and Personal Accident Insurance.

Working With Children Check number: WWC0893356E (Expiry: 26/01/2021)

ABN: 11 908 078 087

Consent declaration

(cross out and/or amend as appropriate)

I,, accept the studio policy as a condition of enrolment.
(parent/guardian/student name)

Student name(s):

Lesson day(s) and time(s):

I give additional consent as per item K in the studio policy (circle answer): Yes / No

Signature: Date:

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