

## **AB Piano School Tuition Policy**

Effective 1<sup>st</sup> September 2010 - 31<sup>st</sup> August 2011

### **Lesson fees and methods of payment**

Duration of lesson	Block of 4 lessons
30 minutes	£ 54
45 minutes	£ 81
60 minutes	£ 108

- Payment is required 1 week in advance of each block of 4 lessons.
- Pay by cash, cheque (payable to Angela Lloyd-Mostyn) or bank transfer (contact me for account details).

### **Scheduling lessons**

I will provide students with written details of my teaching dates at the start of each of these periods:

September-December

January- April

May-August

You choose from two ways to schedule your lessons over the year:

#### **Regular weekly lesson time: 36 lessons or more per year**

This offers you the certainty of a weekly lesson at a time that is convenient to you. It gives a few weeks flexibility whilst aiming to ensure the continuity which is important for good progress.

- I will retain the same lesson time for you each week. In return I require you to attend and pay for a minimum of 36 lessons out of 42 scheduled teaching weeks per year.
- If you need to change the day/time of your regular weekly lesson I will do my best to find an alternative time for you, although I may not be able to do this immediately.
- If I need to cancel your lesson I will do my best to reschedule the lesson for you. If you are unable to come at an alternative time you will not be charged for the lesson, and the minimum number of lessons you are required to pay for and attend over the year will be reduced accordingly.

#### **Flexible lesson dates and times: no minimum number of lessons**

Choose this if you would like fewer than 36 lessons per year. Longer lessons are helpful for students who prefer to work in this way.

- We will arrange the next lesson date at the end of each lesson.
- Please note that I cannot guarantee weekly availability.

### **Cancellation of lessons**

- Once you have booked a lesson, please only cancel it if it is unavoidable.
- Scheduled lessons that you cancel with fewer than 48 hours notice or do not attend will be charged for.
- You should contact me on my mobile phone via text message or phone call if you need to cancel a lesson.
- If you wish to discontinue lessons, you should notify me 4 weeks in advance.

### **Arrivals and collections**

- During the first lesson parents/guardians are welcome to stay in the teaching room to quietly observe the lesson.
- For all subsequent lessons please drop off the student at the scheduled lesson time and return to collect them at the end of their lesson.
- Please ensure that you are on time at both the beginning and end of the lesson. It is important that all students have their full scheduled lesson time without being distracted or interrupted.

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