

Studio Policy

Missed Lessons:

- 1.1 If a student cancels a lesson due to **illness** or **injury** and provides eight hours notice the lesson will be rescheduled or the fee can be deducted from the student's next bill.
- 1.2 If Jenny cancels a lesson due to **illness** or **injury** and provides eight hours notice, the lesson will be rescheduled or the fee can be deducted from the student's next bill.
- 1.3 If a student cancels a lesson due to extreme **personal circumstances**, the lesson will be rescheduled or deducted off the next terms bill.
- 1.4 If Jenny cancels a lesson due to extreme **personal circumstances**, the lesson will be rescheduled or can be deducted off the next terms bill.
- 1.5 If for any **other reason** the student cancels a lesson with more then 8 hours notice the lesson will be rescheduled.
- 1.6 If for any **other reason** Jenny cancels a lesson with more then 8 hours notice the lesson will be rescheduled or the lesson fee can be deducted from the student's next bill.

Fee Payment:

- 2.1 Students will be issued an invoice no later than the first week of term. You may opt to receive this via email.
- 2.2 Full payment of lesson fees is required by the third week of term. If fees are not paid by this time lessons may be withheld until a time the fees are paid.
- 2.3 Students are not required to attend lessons on **public holidays**. If a lesson falls on a public holiday students will be given the option whether to attend or miss the lesson. Missed lessons due to public holidays are not required to be made up. There will be no additional fee for lessons on a public holiday.

Student Requirements:

- 3.1 Students are required to have access to either a piano or keyboard at home to practice.
- 3.2 Students are required to purchase their own music. The studio will provide some additional materials.

Lessons cancelled outside of the given timeframe may be withheld at the teacher's discretion.
Withheld lessons aren't required to be refunded or rescheduled.

 POCOPIANO Studio