



STUDIO POLICIES

Below are the policies by which I operate my piano studio. These simple guidelines are what keep it running smoothly and effectively, and ensure that all my students receive the equal attention they deserve.

Semester Payments

- There are two semesters, September to December and January to June.
- Payment will be made at or before the first lesson of each semester.
- Payment can be made by bank transfer, cash or cheque only.
- Fees cover the cost of tuition and all materials and books. Optional events (such as competitions and festivals) and exams will be paid for by the student/parent.

Monthly Payments

- Monthly payments are to be made at or before the first lesson of every month. Late payments will incur a 10% late fee.
- The monthly payment amount is divided evenly between the 10 months from September to June inclusive. This means that whether there are 5 or 2 lessons in that month, the tuition fee is exactly the same.
- There is a €60 non-refundable enrolment fee, payable with the first month's tuition, at or before the first lesson in September. This holds your time slot for the year, and goes towards materials such as sheet music, books and printed resources.

Schedule

Lessons are scheduled at a mutually agreed time when the student begins lessons, and at the commencement of each academic year thereafter. If a student/parent wishes to change their lesson time mid-year this can be discussed on a case by case basis, however this is subject to availability and cannot be guaranteed.

Missed Lessons

- If a student will be missing their lesson for any reason they should inform me by text or email, with as much notice as possible. If I happen to have another time free that week (such as another student's cancellation) I will offer it, although I cannot guarantee availability.
- If for any reason I have to cancel a lesson myself, I will offer a make-up lesson at a different time, or if a suitable time can not be arranged, I will refund the cost.

Punctuality

- In the case of lessons in the teacher's home, if a student is late this simply takes time out of the lesson, the lesson will still finish at the same time.
- If the lesson is in the student's home and the student is not there at the arranged time, the teacher will wait outside the house for up to 10 minutes. If the student arrives within this time the lesson will proceed as normal, and will still finish at the arranged time.

Studio Holidays

- Christmas break: December 23rd to January 5th inclusive
- Easter break: April 9th to April 22nd inclusive