



These simple guidelines are what keep the Colourful Keys Piano Studio running smoothly and effectively, and ensure that all students receive the equal attention they deserve.

### **Semester Payments**

- There are two semesters, September to January and February to June.
- Payments will be made at or before the first lesson of each semester. Late payments will incur a 10% late fee.
- Payment can be made by bank transfer, cash or cheque only. Cash payments must be in exact change in a clearly marked envelope.
- There is a €80 registration fee payable when registering. This holds your spot in the studio and goes towards the cost of materials and books throughout the year.
- Fees cover the cost of tuition and all materials and books. Optional events (such as competitions, festivals and exams) will be paid for by the student/parent.

### **Monthly Payments**

- Payments will be made at or before the first lesson of each 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. The tuition fee is the same whether there are 5 or 2 lessons in a given month.
- There is a €80 registration fee payable when registering. This holds your spot in the studio and goes towards the cost of materials and books throughout the year.
- 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.

### **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.
- Tuition also includes 5 group workshop and 2 concert opportunities per year.

### **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 so that we can organise a video or online lesson.
- There are two flex weeks accounted for in the tuition. This time off will be taken at the teacher's discretion. If for any reason the teacher has to cancel more than 2 lessons, she will offer a make-up lesson at a different time, or if a suitable time can not be arranged, we will refund the fee.
- In the case of inclement weather, lessons will be done online via Skype/Facetime.

### **Punctuality**

- In the case of lessons in the teacher's home, if a student is late this simply takes time out of the lesson, i.e. the lesson will start when the student arrives and 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 10 minutes. If the student arrives within this time the lesson will proceed as normal, and will still finish at the arranged time.