

# MusicAmore

## Studio Policy Effective Term 1, 2020

### 1. **Lesson Terms**

Lessons are 30, 45 or 60-minutes long, are conducted weekly, and run in line with school terms.

### 2. **Lesson Fees**

Invoices are emailed at the start of each term and must be paid in advance. Missed lessons will not be refunded.

**If payment is delayed, lessons will cease until payment is received.**

**BSB:** 182 182

**Account:** 003073541

**Name:** Zoe McConochie

### 3. **Rescheduling**

In the event of illness or holidays, it is the responsibility of the student or parent/carer to **notify me prior** to the lesson so a make-up lesson can be arranged. Lessons which are missed without notice are charged at the full rate and are not eligible to be made up. Lessons will not be extended to accommodate lateness. If multiple lessons are missed in Term 4, only ONE make-up will be carried over to the following year.

*The expected **minimum notification time** for absences is:*

*\* Holidays - 2 weeks;*

*\* Illness - ASAP before the start of the school day*

If you are unwell, **please do not come to your lesson!** Likewise, if I am unwell, your lesson will be rescheduled.

### 4. **Lesson requirements**

Students are required to bring a water bottle, music folder, notebook and pencil.

### 5. **Discontinuing Lessons**

It is expected that students commit to their lessons for the entirety of each term. If a student wishes to discontinue lessons at the completion of a term, **two weeks notice** is requested.

Please feel free to speak with me if you have any queries or concerns about any of the above.

#### **MusicAmore Voice Studio**

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[www.musicamore.com.au/voice-studio](http://www.musicamore.com.au/voice-studio)