



Sarah J Strachan
SJS Music
Upwey, 3158
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Dear Students/Parents of students, thank you for choosing to commence lessons with me this term. Please take the time to read the following information regarding the terms of tuition...

Lessons follow the school term schedule. Payment of the term's fees are to be made **in full** at the beginning of each term. (

A monthly account fee will apply to all outstanding amounts. (

Rates: (

- 30 minute lesson: \$40
- 45 minute lesson: \$60
- 60 minute lesson: \$80

Missed Lessons

1. In the event of cancellation of your tuition, I require **one term's notice**.
2. Due to time constraints and the number of students I have, I can endeavour to give **one catch up/rescheduled lesson per term per student, provided there is space for me to do so**.
3. If the student is not able to attend their lesson due to illness or other unavoidable situations, I need to know by **9am (for afternoon lessons) or 5pm the night before (for morning lessons)** in order to arrange a catch up/rescheduled lesson, if possible.
4. If I am unable to give a scheduled lesson because of my own illness or some exceptional circumstance, I will notify the student as soon as I am aware of this event and arrange a **catch-up lesson if possible or credit the lesson** to the next term's fees.
5. Catch up lessons may be may organized for another time the same week or during the school holidays, depending on availability.
6. If you choose not to take up the catch-up lesson before commencement of the following term it will be forfeited.
7. If you cannot make your pre-organised catch-up lesson it will be forfeited.
8. Please inform me of any planned absence, such as family holidays etc. as soon as you are aware of them.
9. Please be aware that when you book for music lessons with me, you are essentially paying for me to keep your timeslot available (as I cannot give it to anyone else once you are booked in), hence the payment of the term in full.

Please feel free to contact me with any queries or concerns you may have at any time about the above terms or otherwise.

Ms. Sarah Strachan.

SJS Music

www.sjsmusic.com.au