

# Stepping TONES

## LESSON AGREEMENT - PUPIL NAME (Template - all red fields amended to suit pupil and situation)

### ABOUT LESSONS

1. Between 1st September and 31st August, the student will take 39 lessons on a weekly schedule. See Calendar, page 10 of the *Little Book of Piano Lessons 2017*.
2. Lessons cost £\_\_\_ per month and are of \_\_\_ minutes' duration.
3. Lesson fees and terms are subject to annual review usually towards the start of September.

### LESSON PAYMENT AND ABSENCES

4. Lesson fees are to be paid on the 28th of each month, for the entire month in advance. If payment has not arrived by the start of the first monthly meeting, that and subsequent meetings can be cancelled until the account is balanced. For this reason, all students are advised to set up a standing order:

**Name: Miss A Bowen, Sort Code: \*\*-\*\*-\*\*, Account No.: \*\*\*\*\***

5. The student pays a monthly flat-rate, which is not linked to the amount of lessons taken in any given month, but to the amount of lessons throughout the year.
6. The teacher will only offer to reschedule a lesson if:
  - the lesson was missed because the teacher cancelled
  - the lesson was missed because the student or his/her family suffered a bereavement or serious illnessFor missed lessons, there are a number of options. See page 8 of *The Little Book of Piano Lessons 2017*.
7. Lessons will not be carried over to the next academic year (1st September – 31st August) unless the student did not receive the agreed amount of lessons due to repeated cancellations from the teacher's side.

### TERMINATION OF AGREEMENT

8. If teacher or student/parent/guardian wish to terminate the agreement, four weeks notice is required from the party seeking to discontinue. See *Quitting Lessons* page 10 of the *Little Book of Piano Lessons 2017*.
9. The teacher can terminate the agreement without notice in the following circumstances:
  - two consecutive no-call/no-show lessons.
  - habitual same-day-cancellations
  - repeated late payment
  - inappropriate conduct on the part of the student or parentIn this eventuality, students will be billed for non-attendance/outstanding fees.

10. In the event that the student discontinues lessons with insufficient notice, the student/parent/guardian will be liable to pay fees for those lessons not taken during the notice period.

Exceptions from these policies are only granted at the teacher's discretion.

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Please keep a copy of this and the *Little Book of Piano Lessons 2017* for your own records, and copy and paste the following text in an email to the teacher:

I have read and understand the Lesson Agreement and *Little Book of Piano Lessons 2017*.