



ABN: 94 674 118 924

4 Abiona St
FLAGSTAFF HILL SA 5159

<http://www.iteachmusic.com.au>
iteachmusic.au@gmail.com
0403 986 946

MUSIC POLICY | STUDIO LOCATION

ENROLMENT

To register for lessons please complete the online application form → <http://register.iteachmusic.com>

Tuition is charged per school term and the term fee can either be paid in advance or in monthly instalments. Lessons are not charged individually and the fees include reserving an exclusive weekly lesson time with the teacher.

TERM FEE — OR —

\$360

30 MINUTE LESSONS

45 MIN \$540 | 60 MIN \$720

MONTHLY FEE*

\$120

30 MINUTE LESSONS

45 MIN \$180 | 60 MIN \$240

*TERM COMMITMENT APPLIES

KEY POINTS

- TERM OR MONTHLY BILLING
- SAME OVERALL COST FOR BOTH
- EASY PAYMENTS WITH AUTO PAY
- 38 TEACHING WEEKS PER YEAR
- ONGOING ENROLMENT EACH TERM UNLESS NOTICE IS PROVIDED BY WEEK 7

There is a set **TERM FEE** that covers all tuition and administrative costs averaged across the year so that all terms have the exact same fee regardless of length. The **MONTHLY FEE** is based on the term fee paid over 3 months and is therefore the **same fee for each month of the year** regardless of the number of lessons scheduled.

For students commencing lessons partway through a term the first invoice will be calculated on a pro-rata basis.

Term schedules are based on the SA school calendar with no lessons scheduled during the final week of Terms 2 and 4. Once a term has commenced students are committed to continuing to the end of that term.

PAYMENT

AUTO PAY

All accounts are required to maintain a valid credit or debit card on file and payments will be processed using **Auto Pay** (direct debit). *No extra payment processing fees apply for Auto Pay payments.*

Term accounts are billed quarterly prior to the start of each term and the fees will be automatically charged to the registered card. The initial account when commencing lessons may be billed outside the regular payment schedule. *The payment schedule can be found in the Appendix on page 3.*

Monthly payments are billed at the start of each month. The first payment is due before lessons begin and depending on when a student is enrolled the first payment may be for a sum greater than the standard monthly fee to catch up on the payment schedule. *The payment schedule can be found in the Appendix on page 3.*

Regardless of payment frequency all accounts are based on a commitment for a full term.

If an automatic payment is declined for any reason the account holder will be contacted to update their details and make an immediate payment. *A late payment fee of \$35 may be charged for overdue accounts.*

The registered credit card can be updated in your account or at → <http://update.iteachmusic.com.au>

Current studio rates for TRIAL or EXTRA lessons...

30 MINS | \$37 *Payment is due at the lessons and processing fees*
60 MINS | \$74 *apply for any card payments made at the studio.*

All payments are non-refundable.



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BOOKS

The teacher will advise any music books or instruments that are required and provide links for purchasing. It is important for students to bring their music books and instrument (for guitar/ukulele students) to every lesson.

EXAMINATIONS **OPTIONAL*

Students may complete exams when they reach the appropriate level and the teacher will negotiate this with the parents. The teacher reserves the right to select the appropriate examination level and to also withdraw a student from any examination. The parent/guardian is responsible for all payment of examination fees.

MISSED LESSONS

Where a scheduled lesson is missed due to the teacher being unavailable a make up lesson will be offered at a later date.

Lessons missed by a student are generally not able to be made up. While some lessons may occasionally be missed it is important to remember that the payment is not for individual lessons; rather the term fee covers reserving an exclusive time each week with the teacher and goes towards many things outside of the scheduled lesson time such as *lesson planning, administrative costs, professional development and insurances etc.*

It may be possible to reschedule lessons to another time during the same teaching week although the teacher will need at least 24 hours notice in this situation and they cannot guarantee availability of a suitable time.

All trial or extra lessons require a minimum of 24 hours notice for cancellation otherwise they will be charged in full.

Similar to childcare or school fees it is not possible to refund/credit accounts when a student is absent or if the student will be on holidays (*short or extended*) within the term.

SICKNESS

All students are required to use the supplied hand sanitizer at the start of each lesson.

Students **must not attend lessons** if they are unwell. Where a student cannot attend a scheduled lesson due to illness, quarantine or lockdown situations an online (Zoom) lesson can be organized during the originally scheduled lesson time if requested.

ONLINE LESSONS

Online lessons (*via Zoom*) may be offered in a number of situations where the student cannot physically attend the studio. These lessons will be scheduled in the same timeslot as the regular lessons.

For child safety related issues it is a requirement that an adult (*eg. parent or older sibling*) must be physically present in the same room as the student during all online lessons and for security purposes these lessons may be recorded by the teacher.

Students must be located in a shared space in the house (*eg. living room*) and not in their bedroom.

CANCELLATION

All enrolments are ongoing and will automatically continue each term and year until cancelled.

Notice to discontinue lessons **must be received before the end of Week 7** of the current term (*including Term 4 if not continuing in the following year*) so that the cancellation is effective at the beginning of the subsequent term.

If notice has been provided **after Week 7** then a late cancellation fee equal to one term's fee will be payable. For students paying monthly this fee may be billed as a single payment.

Please use the online cancellation form to notify the teacher → <http://cancel.iteachmusic.com.au>

TERM PAYMENT SCHEDULE

ACCOUNTS ARE BILLED QUARTERLY ON THE 1ST DAY OF THE MONTH*

TERM 1	TERM 2	TERM 3	TERM 4
1 ST JANUARY	1 ST APRIL	1 ST JULY	1 ST OCTOBER

*THE INITIAL ACCOUNT MAY BE BILLED OUTSIDE THIS SCHEDULE

MONTHLY PAYMENT SCHEDULE

ACCOUNTS ARE BILLED ON THE 1ST DAY OF EACH MONTH*

TERM 1	TERM 2	TERM 3	TERM 4
January	April	July	October
February	May	August	November
March	June	September	December

*THE INITIAL ACCOUNT MAY BE BILLED OUTSIDE THIS SCHEDULE

TERM SCHEDULES

NUMBER OF TEACHING WEEKS

TERM 1	TERM 2 [†]	TERM 3	TERM 4 [‡]
11 WEEKS	9 WEEKS	10 WEEKS	8 WEEKS

[†]NO LESSONS SCHEDULED DURING WEEK 10 OF TERM 2

[‡]NO LESSONS SCHEDULED DURING WEEK 9 OF TERM 4