



Inna Kogan's

MUSIC SCHOOL

1/26 Kingussie Street • Kenmore QLD 4069

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SCHOOL POLICY

Note: Inna Kogan's Music School and its Administrators will hereby be referred to as "The School".

I, _____ agree to the following:

1. Lessons will be scheduled by The School in accordance with the state primary school term dates.
2. Lessons will not be conducted during the state primary school vacation periods, however special arrangements can be made in extenuating circumstances.
3. Lessons will be scheduled by The School with consideration of both the students' preferences and the availability of teaching staff.
4. All term fees must be paid in full.
5. If an individual lesson is to be cancelled, notice must be given to the school office or relevant teacher at least **24 hours** in advance of the scheduled lesson start time. The regular tuition fee will be forfeit if a cancellation is made without adequate notice.
6. If the cancellation of a lesson is made with adequate notice, The School will attempt to schedule and conduct a replacement lesson at no additional cost. If adequate notice is given for cancellation of a replacement lesson, another replacement lesson will be arranged unless three (3) scheduled replacement lessons (for the same original lesson) have already been cancelled; no additional attempts will be made to schedule a replacement lesson if this maximum has been reached and the regular tuition fee for the original lesson will be forfeit.
7. If a scheduled lesson coincides with a statutory public holiday, the lesson will take place as it would if there was not a public holiday. The standard 24-hour notice rule applies for cancellations during holiday periods.
8. Tuition fees for group lessons are non-refundable and the term must be paid in full.
9. If tuition is cancelled indefinitely prior to the end of a term, no refund will be given for the lessons remaining to the end of that term.
10. It is the student's responsibility to attend lessons on time.
11. Teachers may recommend their students for any appropriate examinations, however students will not be entered without their consent and the consent of a parent/guardian (if the student is a minor).
12. Invoices for each school term will be distributed via email to the email address(es) on file prior to the commencement of that term. Arrangements can be made for alternate invoice delivery methods should the need arise.
13. Fees are to be paid in advance for each term no later than **14 days** from the beginning date of each term. A late fee of **5%** will apply to all late payments.
14. The School will review tuition fees at the beginning of each calendar year and reserves the right to apply a marginal increase at that time in accordance with general inflation and other relevant market factors.
15. The School reserves the right to amend the regulations of this policy at any time, and will notify all policy signatories of any amendments as they occur.

Parent/Guardian/Student signature: _____ Date: _____