



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 QLD school term dates.
2. Lessons will not be conducted during the QLD school holiday periods, however special arrangements can be made in extenuating circumstances.
3. Lessons will be scheduled by The School with consideration of both students' preferences and the availability of teaching staff.
4. Tuition fees for individual lessons must be paid in full for each term and are not refundable after the term had commenced.
5. All group lessons fees must be paid in full and are not refundable once the term had commenced.
6. If a student is away for a large portion of term, full term fee must be paid if parents want to secure the same time slot when they return.
7. 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.
8. If a scheduled lesson coincides with a statutory public holiday, the lesson would take place as it would if there was not a public holiday. The standard 12-hour notice rule applies for cancellations during holiday periods.
9. It is the student's responsibility to attend lessons on time.
10. If an individual lesson is to be cancelled, notice must be given to The School office or to the student's teacher at least 12 hours in advance of the scheduled lesson start time. If a cancellation is made without adequate notice the lesson will be forfeit and the regular tuition fee charged.
11. If the cancellation of a lesson is made with adequate notice, The School will organise and conduct a replacement lesson at a mutually discussed and agreed upon time. Failure of the student to appear for the make-up lesson will result in the lesson and tuition charge being forfeit.
12. Invoices for each new school term will be distributed during the last two weeks of a previous term via email address(es) supplied at the time of enrolment. Families are responsible and are urged to notify The School about any contact detail changes as soon as they occur. Administration does not take responsibility for emails not being delivered in time, overlooked or lost due to change of email addresses The School has not been made aware of.
13. Tuition fees must be paid in advance, no later than 14 days from the commencement of each term. Failure to pay in-time results in a 5% late fee, added after that period.
14. Failure to pay the fees after 4 weeks from the commencement of each term results in suspension of further lessons until such fee is paid in full.
15. Teachers may recommend their students for an appropriate examination; however, students will not be entered without their consent and the consent of a parent/guardian (if the student is a minor).
16. 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.
17. 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: _____