

PRIVATE LESSONS POLICY

Payment Information

1. Tuition rates for 2025 are as below, consistent with the professional rates set by Queensland Music Teachers' Association:

30 - minute private lesson	\$46
45 - minute private lesson	\$66
60 - minute private lesson	\$88

2. Books and other learning materials are not included in the above tuition rates. Depending on the individual needs and interests of each student, your teacher will provide you with an itemised list of books and materials to be purchased.
3. Term fees are to be paid in full at the start of each term, no later than two weeks after the invoice has been issued. A late payment fee of 5% will be applied to any overdue payments.

Scheduling, Attendance, & Termination

1. The lessons will be timetabled using the best means to suit both the requirements of the students and the availability of the teaching staff. Choose your lesson time carefully. Once the term timetable has been drawn up, rescheduling your lesson time may not be possible.
2. A new timetable is created annually to accommodate all students' scheduling needs. Parents are required to submit their preferred lesson times by the specified due date at the end of each year. While this process may result in slight adjustments to lesson times annually, we will make every effort to arrange the most suitable schedule for each student based on overall availability.
3. Please ensure that the students **arrive on time** with the **materials needed** for the class as the result of arriving late is a shorter lesson and it may also disrupt other students.
4. If a child is unable to attend a lesson (including a scheduled make-up lesson) due to conflicting commitments, **48 hours' notice** must be given to qualify for a make-up lesson. All missed lessons that do not satisfy this criteria will be charged.
5. If a child is unable to attend the lesson (including a scheduled make-up lesson) due to illness, notice must be given before **7:30am** of the day. Any notice received after this time will result in the lesson being charged in full.
6. Each child is **only entitled to two rescheduled lessons per term** including covid related absence. Any more than two missed lessons will not be made up or refund.
7. Termination of lessons may only occur at the end of a term with a minimum of **three weeks before the end of the previous term**. Notification after this deadline will incur a full term's fees for the next term.
8. Any queries regarding students' progress should be discussed during the lesson. Parents are welcomed to discuss before or towards the end of the lesson to avoid any delays to the schedule of the next student.