

**Sophie Min Music**  
4 Alloway Close Pallara QLD 4110  
ABN: 89 622 188 359  
[sophieminmusic@gmail.com](mailto:sophieminmusic@gmail.com)  
Jazz Pianist/Composer/Educator

So Yeong Min  
Commonwealth Bank  
BSB 064493  
ACC 10007363

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## **Sophie's Piano Studio Information and Policy**

### **Terms & Lessons:**

· Lessons are conducted weekly. A regular time is arranged for you at the commencement of your tuition. The teaching calendar is roughly based on a school year - usually 10 weeks per term. Lessons will not be given or charged for on Public Holidays, unless arranged otherwise. Lessons are also available during school holidays by individual arrangement.

### **Fees & Billing:**

As of 1st January, 2023 the fee structure will be as follows.

- Half Hour Lesson - \$50
- One Hour Lesson - \$90
- Second and further siblings are given a \$5 discount on a half-hour lesson.

When you enroll you're charged upfront for the first three lessons (at the rate above), to give you a chance to make sure you're happy and keen to continue, before we invoice you for the remainder of the term and on a term to term basis thereafter.

Invoices are sent out early in the term and are payable by direct debit

- In full by end Week 5
  - In 2 instalments by end Week 4 and end Week 9
- Fortnightly instalments

### **Cancellations:**

- Should you be unable to attend your lesson, 24 hours notice must be provided within business hours to allow rescheduling of students.
- Forgetting, late notice or 'no showing' to lessons will incur a full lessons fee.
- Make up lessons and alternate times will happily be arranged with correct notice.
- All students are entitled to up to two lessons per term (10 lessons) providing the correct 24 hours notice is given. Students who anticipate prolonged absences should discuss this with their teacher in advance. If a student is absent for more than two lessons, then that lesson will be deemed forfeit, regardless of notice.

· If a student is unable to attend the make up lesson time mutually agreed on by them and their teacher, the make-up lesson will be deemed forfeit.

### **Length of lessons:**

Beginner students have half-hour lessons. As they progress, particularly if they wish to sit for examinations, it is recommended they have a longer lesson. GRADE 3 – 5, 45 minutes GRADE 6 and above – 1 hour

### **Examinations:**

Students may sit for AMEB Piano or Piano For Leisure Examinations, or ABRSM Jazz Examinations if they wish when Sophie deems them ready to do so. Students who are not well enough prepared will not be permitted to sit an examination, even if they are enrolled for it.

### **Unpaid Accounts:**

In justice to those who pay on time, Sophie Min Music Studio will be adhering to the following procedure for unpaid/overdue accounts, effective as of 1st January 2020.

- Payments made after the due date will incur a \$33 late payment fee (incl GST)
- Invoices reminders will be sent home (usually via email) when accounts are overdue.
- In fairness to the teachers of Sophie Min Music Studio, accounts that remain unpaid by the end of week three, without arrangements being made with the studio, will result in the lesson time no longer being available to that student. To avoid this from happening, we encourage communication if you are experiencing difficulties.
- Should fees remain outstanding at the end of week three, your allocated time will be made available to other students.
- Once payment has been received we'll endeavour to work with you to find an alternate day and time that will suit you, should your place have been given to a new student.
- Should payment not be forthcoming then Sophie Min Music Studio reserves its right to pursue the outstanding money through official channels (both legal and commercial).

### **Contact Details:**

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### Licencing/sponsorship

