

Sabrina Tang Music Studio Policies

September 2018 - August 2019

1. Term Dates

Fall Term: September 4, 2018 - December 2, 2018

- Term Recital: Sunday December 2
- Studio Closures:
 - Monday, October 8, 2018 - Thanksgiving

Winter Term: December 3, 2018 - March 3, 2019

- Term Recital: Sunday March 10
- Studio Closures:
 - Monday, December 24, 2018 - Sunday, January 6, 2019 - Christmas Break
 - Monday, February 18, 2019 - Family Day

Spring Term: March 4, 2019 - June 2, 2019

- Term Recital: Sunday May 26
- Studio Closures:
 - Thursday, April 18, 2019 - Monday, April 22, 2019 - Easter Weekend
 - Monday, May 20, 2019 - Victoria Day

2. Lesson Schedule

- A regular weekly time slot is booked from September to May.
- Summer lessons (June to August) are arranged separately, based on my availability.
- Extra lessons may be necessary to prepare students for examinations or festivals. These are booked and charged separately.

3. Lesson Fees

- Lesson fees are due at the beginning of the term for the entire term. For students who choose to pay monthly, post-dated cheques for the entire term should be provided at the first lesson.
- Payments can be made by cheque (to **Sabrina Tang**) or by e-transfer (to **sabrinatang@gmail.com**).
- Receipts will be issued for tax purposes.

4. Rates

<i>Private Lessons</i>			
Payment Method	30 mins	45 mins	60 mins
Monthly	\$25 / lesson	\$37 / lesson	\$50 / lesson
Term (3 months)	\$23 / lesson	\$35 / lesson	\$45 / lesson
<i>Drop-in and Trial Lessons</i>			
One-time	\$30 / lesson	\$40 / lesson	\$50 / lesson

5. Missed Lessons

- Lessons that are cancelled with 24-hour notice are eligible for a make-up class.
- Students are eligible for 2 make-up classes per term.
- Make-up lessons must be rescheduled in the term they are missed.
- Lessons that are cancelled without sufficient notice will not be made up or refunded.
- A missed make-up lesson will not be rescheduled or refunded.

6. Communication

- The primary method of communication by the studio is through e-mail. Your e-mail will not be shared with anyone else.