

Sabrina Tang Music Studio Policies

September 2019 - August 2020

1. Term Dates

Fall Term: September 9, 2019 - November 30, 2019

- Term Recital: Sun Dec 1, 2019
- Studio Closures:
 - Fri Oct 11 - Mon Oct 14, 2019 (Thanksgiving)

Winter Term: December 2, 2019 - March 14, 2020

- Term Recital: Sun Mar 8, 2020
- Studio Closures:
 - Mon Dec 23, 2019 - Sat Jan 4, 2020 (Christmas/New Year's)
 - Mon Feb 17, 2020 (Family Day)

Spring Term: March 23, 2020 - June 20, 2020

- Term Recital: Sun Jun 14, 2020
- Studio Closures:
 - Thu Apr 9 - Sun Apr 12, 2020 (Easter)
 - Mon May 18, 2020 (Victoria Day)

Summer Term: July 6, 2020 - August 15, 2020

- Studio Closures:
 - Mon Aug 3, 2020 (Civic Holiday)

2. Lesson Schedule

- A regular weekly time slot is booked from September to June.
- Summer lessons (July and 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.
- Two weeks' notice is required for withdrawal from lessons during a term.

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

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.
 - Lessons cancelled / rescheduled by the teacher will not count towards this quota.
 - In the case of extended absences (more than 2 weeks), make-up classes may be arranged or the student may let go of their time slot and re-book a time slot when they return to regularly scheduled lessons.
- 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. Learning Materials

- Music and learning materials are the responsibility of the student to purchase and bring to each lesson.

7. Communication

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