

Terms of Agreement for Brass Lessons 2024

Fees

- Tutorials are charged at **\$100/hour** for individual sessions and **\$140/hour** for group sessions.
 - \$50 for individual tutorial of 30 minutes
- Unless otherwise discussed, fees will increase by \$2 per tutorial per year. This is to keep in line with the minimum teaching rates as specified by the Music Teachers Association of NSW (www.musicnsw.com.au)

Payment

- Payment for the **whole term** is requested at the start of each term. Payment **must** be received by the end of week 2 at the latest.
 - Bank details - David Odams, St. George Bank, BSB 112-879, Account 467244244
- If payment has not been received by the start of week 3 and a new payment plan has not been agreed, a late payment admin fee of \$25 will be added to the balance. A further \$25 late payment charge will be added for each additional week if the payment has not been received by end of week 4. If payment has not been received by the end of week 5 then lessons may need to cease until payment has been received.
- Payment is required for a **FULL TERM** of lessons in all cases without exception. For example, if there are 10 weeks in the school term then payment will be required for 10 lessons.
- Lessons will not take place on public holidays and hence payment will **not** be required for these days.
- Payment should be made by bank transfer where possible (EFT, direct deposit etc) although cash is also possible if preferred.
 - Payment will not be accepted by cheque unless agreed in advance.
 - If you prefer to pay in CASH please let me know and we can arrange specific terms.
- Payment for the term must be made in **ONE** lump sum in all cases. No split payments will be accepted.

Cancellation / Reschedule policy

My teaching schedule is completely full and any changes need careful management. I will always make every effort to accommodate changes where possible but please bear in mind that with a full teaching schedule it is very difficult, often impossible, to find other time to fit extra lessons in.

- At least 24 hours notice is required for a schedule change to be made efficiently and a makeup lesson to be offered. For example, if I receive enough notice that you will miss the lesson I may be able to fit someone else into your time slot to make use of the time. If sufficient notice is received for the rescheduling of a lesson then this lesson will be marked as 'to makeup' and alternative dates will be discussed to makeup this lost time.
- If a lesson needs to be cancelled or rescheduled at the last minute (i.e. within 24 hours of the lesson, for example due to sickness) and I can immediately offer a new lesson time in the **SAME WEEK** then no lessons will be lost. If I cannot reschedule the missed lesson for that **same week** the lesson will be marked as 'lost' and no credit will be due. If 24 hours or more notice is given then a makeup lesson will be offered.
- If you know in advance that a lesson may be missed, even before the term starts, then please let me know as soon as possible. For example, you may be going on holiday at the end of term and know in advance that you will miss the last week of term, or your child may

have a school concert that you know about many weeks in advance. This time will be marked 'to makeup' and I can then try to offer you additional lessons during the term when any slots become vacant. Please note that payment must be made for the **complete term** of lessons, even if you know in advance that you may miss one or more lessons. Hopefully with advance notice we can manage to fit in all (or most) of the allocated lessons, although this cannot be guaranteed.

- If a lesson needs to be rescheduled due to a school event (concert, sports events, camp, etc) this will be marked as 'to makeup' and treated accordingly, but **ONLY** if sufficient notice is given before the missed lesson.
- If a lesson falls on a public holiday then it will almost certainly not take place and you will not be charged.
- Makeup lessons may be offered at multiple times throughout the term depending on vacant lesson slots that may become available due to absences of other students. This cannot be guaranteed though as this is solely reliant on the absence of other students.
- Any students with lessons 'to makeup' at the end of term will be offered the option of having a makeup lesson during the school holidays following the end of the term in question. There should always be at least one option for makeup lessons in the school holidays but it is the responsibility of the engager (i.e. parent of student) to ensure that a makeup lesson has been agreed upon (see Appendix A).
 - It will only be possible to attend **ONE** makeup lesson during the holidays. This will be a maximum of 60 minutes. If more than 60 minutes of tutorial time has been missed it will not be possible to make up this additional time and this time will be lost.
 - If your child has a group lesson then a makeup lessons will only be possible if the entire group is owed a makeup lesson and the entire group is able to make the scheduled makeup lesson. An individual makeup session will not be possible for a student who attends group lessons.
 - Holiday makeup lessons will almost always be on **ONE SPECIFIC DAY ONLY** and this will be determined by the availability of the majority of students. I will then plan to have **ONE** day with all makeup lessons on the same day.
 - If it is not possible for you to attend the makeup lesson offered during the holidays then the lesson(s) will be lost and it will not be possible to carry over credit to the following term, even if sufficient notice was given to reschedule the lesson.
 - Please see **Appendix A** for example cancellation and makeup situations.
- Group lessons cannot be rescheduled unless all students in the group reschedules for the same time.
- If the situation arises where I need to reschedule a lesson due to my sickness, family issues or other musical engagements, I will make every opportunity to reschedule the lesson to suit the students. If this is not possible then a makeup lesson will be offered where available. Alternatively it may be possible to extend other lessons to cover the lost time (i.e. 2 x 45 minute lessons = 3 x 30 minute lessons). If it is not possible to makeup the lost time then this lesson will be credited to your account for the following term. **YOU will not lose out due to a change made by ME.**

Covid / online teaching policy

My home teaching studio is fully set up for online tutorials, including high-quality webcam and high-quality microphone. Online tutorials via Skype or Zoom are possible with only a small amount of notice so please ask for more information.

Should Government Covid restrictions change to prevent face-to-face tutorials taking place, online tutorials will become mandatory for after school times, and will replace face-to-face tutorials until restrictions ease. This change does not constitute grounds for cancellation for the current school term. Standard fees apply for online tutorials.

For tutorials taking place during school time, if Government restrictions change to prevent onsite tutoring, online tutorials will take their place. Unfortunately, it will not be possible to have online tutorials during the school day so alternative times will need to be found outside of school hours. This change does not constitute grounds for cancellation for the current school term. Standard fees apply for online tutorials.

Notice for permanent cancellation

Most people require lessons every week of the school term year (40 lessons per year). If a lesson slot is permanently cancelled it is usually very difficult for me to fill this slot part way through the year as most parents find their tutors at the start of the academic year.

- If you need to cancel a lesson slot permanently at ANY time during the term, please note that the current term will still need to be paid for IN FULL and no refunds will be given for the term.
- Notice of permanent cancellation must be received by the end of week 6 during ANY term to avoid any further fees. If cancellation is made after the start of week 7 of any term a cancellation fee will be charged as compensation for lost revenue for the following term. This cancellation fee will be equivalent to 50% of the complete term payment.

If you have ANY questions about your situation with regards to cancellation, makeup lessons, payment details, or anything else, please don't hesitate to ask.

Appendix A – Cancellation & Makeup example situations

During my time as a private music tutor I have encountered many situations where students are absent from lessons. These are often not the fault of the student or the parent. I always try to be as fair as possible and accommodate changes if they fit within my schedule but this cannot be guaranteed. Each student is paying for one particular time slot at that same time each week during the school term, just as you might do for swimming lessons, dance classes or even pre-school fees. With most of these other activities no additional makeup opportunities are offered but I personally like to try to accommodate change where possible.

There have been some situations that have caused confusion so I would like to outline the most common causes for absence and the result of each situation, in order to reduce confusion.

1. Student is sick at the last minute (within 24 hours of the lesson)

The lesson will almost certainly be lost but on rare occasions it might be possible to fill the slot with another student and offer a makeup lesson later.

2. Any other notice of absence (other than sickness) received from the student within 24 hours of the lesson

The time will be lost. No makeup or credit will be offered.

3. Notice of absence is received on the day before lesson or earlier (24 hours or more)

Makeup lessons may be offered during the term but **only if** other students are absent elsewhere to allow vacancies for makeup lessons. If lessons have not been made up by the end of term then one makeup lesson will be offered during the school holidays. If you cannot make this holiday makeup lesson then the time will be lost. No credit will be carried over to the following term.

4. Advanced notice is given of a family holiday or other pre-planned event.

Makeup lessons may be offered during the term but **only if** other students are absent elsewhere to allow vacancies for makeup lessons. If lessons have not been made up by the end of term then the time needs to be made up during the school holidays following the term in question. It is the responsibility of the engager (i.e. parent of student) to ensure that a makeup lesson is agreed upon during the holidays. If a makeup lesson is not agreed upon then the time will be lost. No credit will be carried over to the following term.

5. Advanced notice is given of a missed lesson due to a school event

Makeup lessons may be offered during the term but **only if** other students are absent elsewhere to allow vacancies for makeup lessons. If lessons have not been made up by the end of term then the time needs to be made up during the school holidays following the term in question. It is the responsibility of the engager (i.e. parent of student) to ensure that a makeup lesson is agreed upon during the holidays. If a makeup lesson is not agreed upon then the time will be lost. No credit will be carried over to the following term.

6. Advanced notice is given of a missed lesson due to the student not having an instrument (due to servicing, damage, instrument locked in school or any other reason)

An attempt will be made to offer a replacement instrument for the lesson. If this is not possible then a music theory (or similar) lesson may be offered instead. If both of these options are rejected then the time will be lost. No makeup or credit will be offered.

- 7. Advanced notice of absence is given (family event, school event, etc) but you also know in advance that you will not be available during school holidays for a makeup lesson.**

Makeup lessons may be offered during the term but **only if** other students are absent elsewhere to allow vacancies for makeup lessons. If lessons have not been made up by the end of term then the time will be lost. No further makeup or credit will be offered.

- 8. You or your child forgets to attend the lesson with no notice given**

The time will be lost. No makeup or credit will be offered.

- 9. You arrive late (or fail to arrive at all) due to traffic, parking or other similar situations.**

The time will be lost. No makeup or credit will be offered.

- 10. Dave arrives late (or fails to arrive at all) due to traffic, parking or other similar situations.**

Any missed time will be credited or made up.

- 11. Dave is absent due to sickness or another event resulting in lessons being cancelled**

Makeup lessons may be offered during the term but **only if** other students are absent elsewhere to allow vacancies for makeup lessons. If lessons have not been made up by the end of term then you will be given the **choice** of either a holiday makeup lesson or credit for the following term. You are under no obligation to attend a makeup lesson if the lesson was missed due to Dave's schedule change.