

Lesson Policy 2022

AGAPE Music Tuition

1. All lessons are conducted by tutors who have been approved by the AGAPE Management Board and who have a verified Working With Children Check.
2. All face to face lessons are one on one with the tutor and are held on the premises of Camden Uniting Church.
3. If COVID restrictions do not allow face to face teaching, lessons will be given by Zoom, facetime, or another suitable platform. Students are expected to continue lessons by this method if at all possible.
4. Cost of lessons:
Lessons are 30 minutes and range in cost from \$35 - \$43.
Fees are inclusive of GST.
5. Payment of fees:
 - An invoice for a term's lessons is sent a week before the beginning of a new term. Fees are **due by the end of week 3** each term. Invoices are prepared by our Accounts Manager, Gwen Simmons. Please note they are sent from agapeaccounts@camdenuniting.org.au.
 - A payment plan by automatic direct deposit weekly or fortnightly into the AGAPE account can be arranged, after communicating with the Director and/or the Accounts Manager
 - If there is no communication, and fees are not received by the end of week 3, AGAPE reserves the right to cease lessons for that student until the outstanding amount is paid.
 - Our preferred payment method is by direct deposit into the AGAPE bank account (Name of account: Camden Uniting Church AGAPE. BSB 634634. Account 100034576)
 - Creative Kids vouchers can be used as part payment for one term's fees.

Missed lessons:

The policy is that a time slot is allocated to a student for a weekly lesson for the whole term.

1. A student must not come to a lesson if he/she is unwell. AGAPE is a registered COVID SAFE business and we take the health and safety of our students and tutors very seriously.
2. A zoom or facetime lesson is an alternative option if the student is unable to attend in person, but is well enough to concentrate in an online lesson.
3. If a tutor is unavailable to give a lesson, a credit will be applied to the student's invoice for the following term. No credit is available for a lesson cancelled by the student's parents. We are unable to offer makeup lessons for lessons missed.
4. If a student is unable to attend a lesson, please notify either the Director (0412 400394) or the tutor by sms as soon as possible.

5. If a tutor is unavailable, the Director or tutor will make every effort to notify the student's parent or the adult student. This will be done by sms. We will endeavour to give as much notice as possible.
6. If a student ceases lessons within a term, AGAPE reserves the right not to refund fees for lessons scheduled for the remainder of that term. When a time slot is reserved for a student it is for the whole term.

Protocols:

- Lessons are held weekly during NSW state school terms.
- Term 4 may conclude one week prior to the end of term date for state schools.
- Public holidays are observed. These will be taken into account by the accounts manager when preparing invoices.
- State school "pupil-free" days are not observed at AGAPE.

Communication:

- Enquiries about invoices & payment instalments should be directed by email to the Accounts Manager, Gwen Simmons, agapeaccounts@camdenuniting.org.au
- Difficulty with fee payment should be communicated to the Director/Senior teacher, Heather Bieman – contact details below
- Questions about a student's progress should be directed first of all to the tutor, and if necessary to the Director / Senior teacher.
- Parents are welcome to request a meeting with the tutor or the Director to discuss progress, or to share any concerns.

Heather Bieman (Mus.B;Dip Ed.; A.T.C.L.)

AGAPE Director and Senior Teacher

Mobile 0412400394

Email info@agapemusic.org.au

Parent's Name: _____

Name of student: _____

Please read this Lesson Policy document and sign:

I have read the information in the lesson policy document, especially in regard to missed lessons.

Signature of parent or adult student. _____

Date: _____