

Lesson Policy 2022

AGAPEcreative Classes

Classes:

- All classes are conducted by tutors who have been approved by the AGAPE Management Board and who have a verified Working With Children Check.
- Classes are held each week over a 5 week block and are approximately 1 1/2 hours long. Cost ranges between \$100 and \$120 per block. Fees are inclusive of GST as well as basic resource materials..

Payment of fees:

- An invoice for a class block is sent on Registration. Fees should be paid in full, or a payment plan set up, prior to the end of week 1.
- Creative Kids vouchers can be used for payment.
- Invoices are:
 - prepared by our Accounts Manager, Gwen Simmons. Please note they are sent from agapeaccounts@camdenuniting.org.au.
 - Our preferred payment method is by direct deposit into the AGAPE bank account
 - Name of account: Camden Uniting Church AGAPE.
 - BSB 634634. Account 100034576)

Missed classes:

- The policy is that a participant is committing to the entire block of classes. It will only be in extenuating cases that a refund of fees will be considered for missed classes.
- If a participant is unable to attend for one or more of the designated classes, they will need to take responsibility for catching up on any missed information. If a participant is unable to attend a class, please notify the relevant tutor by sms as soon as possible
- If a class is unable to be held due to the inability of the tutor to attend, then every attempt will be made to "makeup" or reschedule that class.
- A participant must not come to a class if he/she is unwell. AGAPE is a registered COVID SAFE business and we take the health and safety of our participants and tutors very seriously.

Communication:

- Enquiries about invoices & payment installments should be directed by email to the Accounts Manager, Gwen Simmons, agapeaccounts@camdenuniting.org.au
- Please feel free to discuss any concerns or questions with your class tutor or Heather Bieman (Mus.B;Dip Ed.; A.T.C.L.) AGAPE Director and Senior Teacher Mobile 0412400394 Email info@agapemusic.org.au

Participants

Name: _____

Name of

Guardian: _____

Please read this Class Policy document and sign: I have read and understand the information in the class policy document.

Signature of Participant or Guardian.
