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music for young children<sup>®</sup>

# Esther Ng

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<http://www.esthermusicstudio.com>

## Esther Ng's Studio Policy for private student

- Lesson fees can be paid in the form of 9 post-dated cheques (dated the 1st of each month: September 1 – May 1.) All cheque(s) payable to Esther Ng. If a student joins during the school year, the tuition will be pro-rated.
- There are 35 lessons with a year-end recital as a lesson in the teaching year (September – June). The studio follows the school holidays.
- Post-Dated cheque OR recurring e transfer will be the method of payment. A student's space is reserved for the FULL year! The lesson fee before January is non-refundable.
- 30 DAYS written notice required before the termination of lessons and the remaining lesson credits within the month will not be refunded. The outstanding cheques will be refunded.
- NSF Cheques: Bounced payments must be replaced immediately upon notification. The studio reserves the right to cancel the registration or to revoke privileges until full payment is received. An Administration Fee of \$20 will be charged for bounced payments.
- Only one rescheduling/cancellation with 24 hours notice is allowed per every 3 months. The teacher will send available time slots for the makeup class.
- There is no refund on the lesson fee. Only lesson credits are offered.
- Students must assume the responsibility of cancelled lessons. Please limit your cancellations to emergencies (except by special arrangement in cases of severe illness or lengthy vacation). The student will notify the teacher a month in advance if they will be taking long vacations, and the teacher will also do the same.
- In the event of the teacher's absence, the class will be rescheduled or counted as lesson credits. Time lost because of a student's lateness cannot be made up.
- If a class has to be cancelled due to inclement weather, the makeup class will be a private internet class via Youbriio.com. In the case of teacher's illness, the class will be rescheduled.
- In case of a medical emergency, I will use my best judgement in obtaining medical care for your child, and you accept the responsibility for any related expenses.
- For students under age 18, a parent/guardian agreement is necessary.