



## PRIVATE MUSIC LESSONS: 2023-2024

Matthews Hall is pleased to offer private music lessons. Following are the policies and procedures. Complete enclosed registration forms and return to the School no later than **September 5, 2023**.

### SCHEDULE

Private music lessons are available on school days Monday through Friday throughout the school year. Lessons are generally scheduled during school hours between 9:00 a.m. and 4:00 p.m. but may also be scheduled between 8:00-9:00 a.m. and 4:00-5:00 p.m. depending on the instructor's availability. Lessons are not normally scheduled on Professional Activity Days, unless mutually agreed upon between the instructor and the family.

### POLICIES

- Student lessons are scheduled from September 2023 to June 2024. Returning music students will have first priority. Instructors may select students based on student's readiness to succeed in private music lessons.
- The instructor will reschedule the lesson at a mutually convenient time with the student if Matthews Hall events have caused a lesson to be canceled or if the instructor is absent.
- The student is responsible to arrive on time at the music location for the scheduled lesson.
- Additional and longer lessons are to be arranged directly with Wai-Hing Lee-Bucknell, Advancement Officer. Rescheduled lessons are to be arranged directly with the instructor.

### REFUND/CANCELLATION POLICIES

- **Cancellation with 24 hours Written Notice** - The remaining fees less a \$100 administration fee will be refunded with a written notice.
- **Cancellation Due to "No Show"** - Those who fail to "show" for their lessons without notice will not receive a rescheduled lesson or refund.
- Music lessons will be rescheduled if the family has canceled the regular lesson at least 24 hours prior to the lesson or in case of absence of the instructor. Please note that rescheduled lessons by the family, for any reason, are limited to four (4) lessons.
- **Cancellation Due to Instructor's Recommendation to Withdraw** - From time to time an instructor finds that a student lacks aptitude or commitment and suggests that a student be withdrawn from private music lessons. The remaining fees less a \$100 administration fee will be refunded.

### PAYMENT OPTIONS

- Payment can be made by Cheque, Direct Debit or Visa/MasterCard. A 3% administration charge will apply to all credit card transactions.