



37 ST MARTIN'S PARK  
CROWHILL  
HAVERFORDWEST  
PEMBROKESHIRE  
SA61 2HP

# TUITION TERMS AND CONDITIONS

(FROM SEP 2017)

## FEES

Monthly tuition fees for 2017/18 are:

- £42 for 30-minute lessons (£47 for visits)
- £63 for 45-minute lessons (£68 for visits)
- £84 for 60-minute lessons (£89 for visits)

There are eleven monthly payments over the academic year, and fees are to be paid by the 5<sup>th</sup> of each month. There is a £5 administration fee for any late payments. Fees will be reviewed annually on 1<sup>st</sup> September.

Payments are to be made by monthly standing order. Please set up the standing order with your bank to run from October to July (ten payments). September's payment is to be made by cash at the first lesson, or by BACS transfer, using the account details below.

Alternatively, payments can also be accepted via PayPal if this preferred, but there will be a £2 administration fee for these to reflect the charges which are incurred by *West Wales Music*. Please add this to your payment.

*Standing order payments should be payable to:*

- *Sort Code:* 09-01-50
- *Account:* 04620143
- *Account Name:* West Wales Music
- *Reference:* Student's surname and initial (e.g. RAYMONDC)

*PayPal payments should be sent to:* [paypal@cliveraymond.co.uk](mailto:paypal@cliveraymond.co.uk)

*Unfortunately, due to rising bank charges we are no longer able to accept cheques.*

## CANCELLATIONS & ABSENCES

If you are unable to attend a scheduled lesson, then, subject to availability, the tutor will offer an alternative time slot in that week or an adjacent week, provided that a full seven days' notice is given of the absence. Any absence with less notice will forfeit the lesson.

Advance notice of missed lessons must be given in writing (email is preferred).

It would benefit the tutor, and all students, if as much notice as possible could be given as this will then show up time slots which are available for others to fill.

If the tutor needs to cancel the lesson for any reason, then as much notice as reasonably possible will be given. It is therefore important to keep the tutor informed of any change in contact details, particularly mobile numbers.

## SHEET MUSIC AND MATERIALS

Lesson fees do not include the cost of purchasing sheet music or any instrument accessories. All examination materials are available for purchase from *West Wales Music*, as are some basic accessories such as manuscript paper. Your tutor can recommend good sources to get other materials and accessories. We can also order them for you at retail price.

## **COMPETITIONS AND FESTIVALS**

Entries to competitions, festivals or Eisteddfodau should not be made without first consulting the tutor to discuss both repertoire and readiness for such an event.

## **MUSIC THEORY**

Music theory is taught as an integral part of all lessons as it is vital to the understanding of the language. Also, Grade 5 theory MUST be obtained in order for a student to progress to the upper practical grades. This is an examination board requirement.

## **PRACTICE TIME**

Students are expected to practise regularly, preferably daily. More progress is made by practising ten minutes per day than practising for a solid hour just before a lesson! Obviously, examination candidates and students who are more advanced should practise more than this. Parents must play their part in this process by providing uninterrupted quiet time for the student to practise each day. Practice techniques will be discussed with students as part of their tuition, and each student can have a 'practice book' enabling parent & tutor communication.

## **EXAMINATIONS**

Examination entries are not compulsory, but are recommended for most students as a guide to progress and a target for studies.

Examination entries are to be made only through *West Wales Music* and not directly by the student/parent.

Entries will be made only once the relevant fee has been submitted – and not before. Examination fees are determined by the exam board. Students and parents will be given sufficient notice of exam entry closing dates and the relevant fees.

Examinations are *usually* held in Haverfordwest, Fishguard or Tenby. This can be varied at the examination board's discretion, and *West Wales Music* has no control over this. Students/parents are responsible for any extra travelling expenses which this may involve. Please be aware that advanced jazz students will invariably need to travel, owing to the limited demand for these exams in Pembrokeshire.

## **PARENTAL INVOLVEMENT**

Parents are welcome to observe during lessons or to discuss their child's progress at any time via telephone. Supportive parents can make the biggest difference to a child's success on the piano or any other musical instrument. Parents also need to ensure that music and theory books are brought to all lessons. It is impossible for a student to make consistent progress without having the relevant materials with them at the lesson.

## **TERMINATION OF TUITION**

If a student no longer wishes to attend piano lessons, then four teaching weeks' notice must be given (or payment in lieu of those lessons). The tutor will inform of you of the final payment due.

Occasionally, it becomes necessary to remove a student from lessons. Possible reasons for this include:

- unacceptable behaviour,
- poor attendance over the year or three absences in a row, without notification,
- persistent lack of practice and/or commitment to piano study,
- persistent late payment,
- persistent failure to bring music and theory books to the lesson.

Asking a student to leave is always a last resort. Any issues will be discussed with the parent and the student before action is taken.