

### MISSED LESSONS/SWAP LIST

PLEASE CALL THE STUDIO AT 647-706-5995 if you are unable to attend your regular lesson.

**Make-up lessons** will not be available. Students who anticipate having multiple conflicts with lesson times are advised to put their names on the Swap List.

If you would like your name to be included on the **Swap List**, which will allow you to switch lessons with another student should a conflict arise, please send the following information to [toronto.flute@gmail.com](mailto:toronto.flute@gmail.com) : 1. Contact Name 2. Student's Name 3. Phone Number

This information will be shared with the other families on the Swap List.

### PAYMENT PROCEDURES

Each term must be paid either in full at the first lesson of the term or by cheques post-dated for each month of the term. If you prefer to pay in cash, you must pay in full for the following month's lessons at the last lesson of the preceding month. *There will be no refunds, credits or tuition reductions for any missed lessons.* **Please make any cheques payable to Amy O'Neill.**

Terms run January-April, May-August and September-December. Should a student take an extended vacation, it may not be possible to reserve his/her lesson date and time.

### DROP POLICY

Should you decide to discontinue lessons, notice must be given prior to the first of the month in which lessons are to end in order that your cheque does not get cashed. There are no refunds.

### ATTENDANCE

Please be prompt. Tardiness will result in lost time for that lesson.

### MUSIC

Because of copyright laws, and because artists depend on the sale of music for their livelihood, the studio does not permit photocopies of music.

### PRACTICE

Lessons are an exercise in teamwork. This "team" is made up of the student, teacher and parents. Parents are expected to take an active interest in the student's progress, and encourage as necessary. In order to make consistent progress, the student should practice daily. How well the student practices is more important than how much – one hour of mindful practice per day is better than eight hours of poorly done scales or etudes.

**Please note: The Studio reserves the right to terminate or reduce the frequency of lessons for reasons including but not limited to: insufficient progress made by the student, lack of interest shown by the student and/or frequent student absence.**

I have read, understand and agree to abide by the above policies:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_