

# Catherine Blake



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Please find information below regarding terms & conditions for tuition.

## **Terms and Conditions**

Please read the Terms & Conditions listed below carefully. It is the clients responsibility to understand and agree to the Terms & Conditions

### Enrolment Policy

- Lessons based on the school term and paid for in advance.
- Fees for tuition are payable by the 3<sup>rd</sup> lesson unless prior arrangements have been made.
- Payment of tuition fees acknowledges acceptance of tuition term & conditions.
- Mid-term enrolments are billed for the remaining weeks in the term.
- Payment can be made via direct deposit, cheque or cash.
- Payments cannot be refunded once a student has commenced their enrolment.
- Students are not billed for classes that fall on a public holiday.
- Please advise me if your contact details have changed.

### Cancellation Policy

- Notice in advance is required if unable to attend a lesson (e.g. school camps etc.) and all endeavours will be made to arrange a suitable make up time.
- Lessons missed by students will not necessarily be made up, this will be at the discretion of the teacher.
- 24 hours' notice is required for all cancellations.
- Make up lessons cannot be rescheduled and do not roll over to the subsequent term.
- One make up lesson per term will be available in the holidays on a day made available by the teacher.
- Lessons missed by teacher will be credited the next term if a reschedule time is not available.
- Four weeks' notice must be given in the event of termination of lessons.

*Thank you for taking the time to read and understand the Terms & Conditions!*