

# RICHARD CHARLES

## Information Sheet and Teaching Terms – Page 1/2

### Terms

*Please read carefully*

#### 1. Fees

Lessons cost £15.00 per 30 minutes. All Students must pay in monthly blocks (i.e. £60 every month for one 30 minute lesson per week). Payment is collected by direct debit at the beginning of each month and students will attend their lesson at the prearranged time slot. For Students wishing to have a 60 minute lesson per week the monthly fee will be adjusted accordingly. All fees must be paid in advance or on the day of the first lesson for that month. Following that, fees must be renewed every month. All lesson fees are subject to an annual review and may be changed at the discretion of the Tutor. All fees are non-refundable. Cheques are not accepted for payment of fees. Direct Debit payments can be set up at <https://richardcharlesmusic.com/lessons/> and are processed by GoCardless.com. Cash and credit/debit card are accepted for initial payments.

#### 2. Missed Lessons and Cancellations

No refund is given for missed or cancelled lessons. If you cannot make a lesson please try to give 48hrs notice of non-attendance as someone else may be able to use the slot. If you cancel a lesson you will be given the opportunity to reschedule the lesson for another time. However, the rescheduled lesson must take place before the next scheduled lesson. If you cannot take the lesson at any other time then the lesson will be lost. If the tutor cancels a lesson you will be given the opportunity to take a catch-up lesson at another time.

#### 3. Holiday Weeks

No refund or fee reduction is given for holiday weeks. However, you will be given the opportunity to take a catch-up lesson at another time.

#### 4. Additional Lessons

Extra lessons may be scheduled during school holiday periods or at any other time by mutual agreement. These lessons will be carried out in addition to the usual weekly lessons. Any extra lessons will be charged at the same rate as normal lessons and in addition to the standard fee. All additional lessons are subject to the same cancellation terms as normal lessons.

#### 5. Termination of Lessons

A decision to terminate lessons may be taken by either party (Student/Parent/Guardian or Tutor). Any outstanding fees must be paid in full at the time of termination. Any lessons not yet taken cannot be refunded. 30 days notice must be given for termination of lessons.

#### 6. General

The Student/Parent/Guardian agrees to pay for any music/strings/repairs etc. required by the Student and provided by the Tutor. The Student/Parent/Guardian will be responsible for any loss or damage incurred to any instrument, accessory or music loaned by the Tutor to the Student. Such items will be returned upon request to the Tutor. It is important to note that whilst the Tutor will use his best endeavours to ensure the Student makes satisfactory progress, this cannot be guaranteed. In particular, careful regular practice as advised by the Tutor is a prerequisite of success on the guitar.

By engaging the tutor in lessons via webcam you are agreeing to comply with these terms.