



LESSON AGREEMENT – TEMPLATE

ABOUT LESSONS

1. The lesson agreement covers ___ lessons, to be taken between START DATE and 31st August YEAR, following the schedule below.

CALENDAR IMAGE

2. Lessons cost £___ per month and are of ___ minutes' duration.
3. Lesson fees and terms are subject to annual review.

PAYMENT

4. Lesson fees are due on the 28th of each month, one month in advance (i.e., the first payment of the year is due 28th August). If payment has not arrived by the start of the first lesson of the month, I reserve the right to pause your lessons until payment is received. For this reason, all students are advised to set up a standing order to the following account:

Name: *** , Sort Code: *****, Account No.: *******

5. Fees are calculated to be a flat monthly rate, which is not linked to the number of lessons taken in any given month, but to the number of lessons throughout the year.

CANCELLATION POLICY

6. I will offer to reschedule a lesson if:
 - the lesson was missed because I cancelled
 - the lesson was missed because the student or their family suffered a bereavement, serious injury or illness

You will not be charged any extra fee under these circumstances.

7. If you need to miss a lesson for any other reason, this can be rescheduled during one of the catch-up weeks. In this instance there will be a small charge, to cover the cost of room hire:

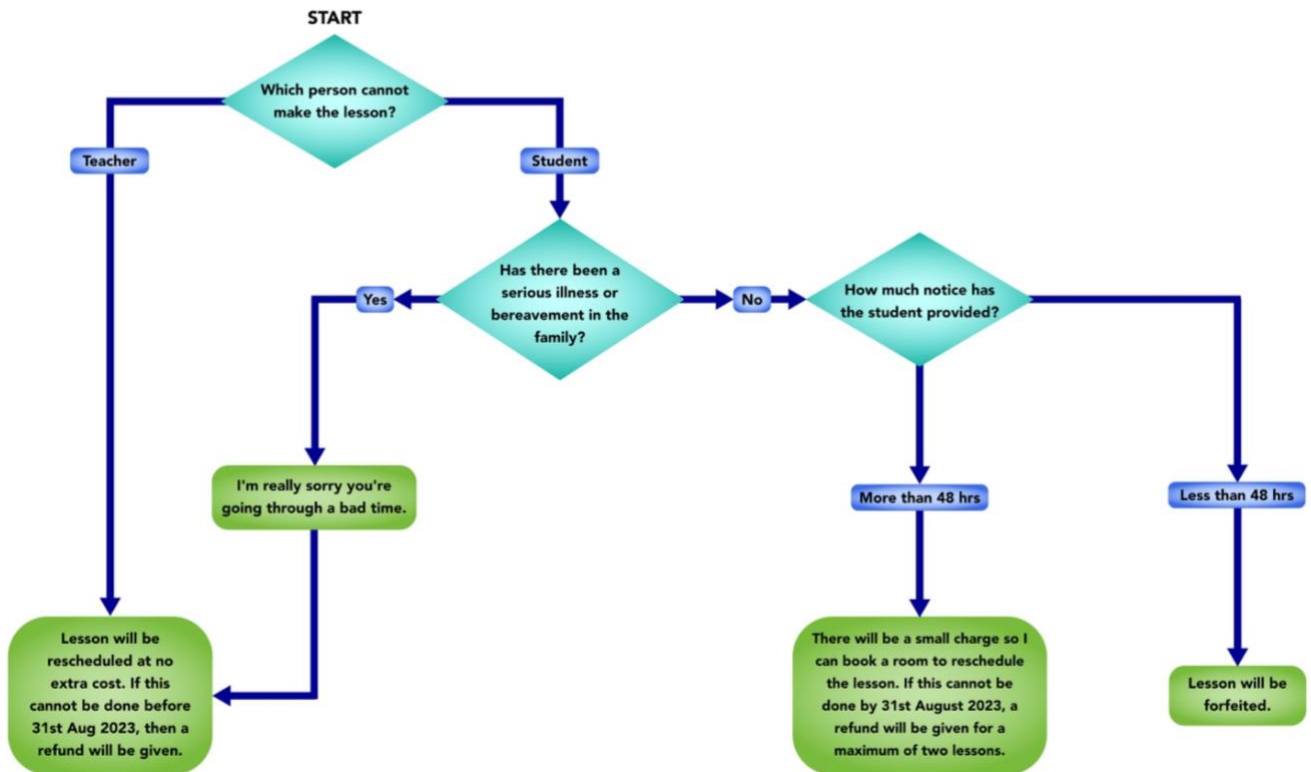
- 30 min £2
- 45 min £3
- 1 hour £4

8. I will waive the fee if your rescheduled lesson fills a slot where another student has cancelled (and therefore there is no additional room hire involved).
9. If you are unable to reschedule any missed lessons before 31st August 2023, I will refund any lessons I cancelled, plus a maximum of two lessons that the student cancelled.
10. Lessons will not be carried over to the next academic year (1st September – 31st August).
11. Students will receive a statement towards the end of each academic year, showing the lessons they have taken, and the payments made. The account will be balanced, and a new agreement issued for the next year.

12. For clarity, please refer to the flow chart below if you need to miss a lesson:

Can't make your piano lesson?

Use this flow chart to find out what to do



FINISHING LESSONS

13. If you wish to discontinue lessons, four weeks' notice is required. At this point, I will calculate the number of lessons taken by the end of the notice period. There may be outstanding fees for you to pay, or I may owe you a refund – this depends on the date that you cancel, and how that lines up with lesson and payment dates.

14. I reserve the right to discontinue the agreement without notice in the following circumstances:

- two consecutive no-call/no-show lessons
- habitual same-day-cancellations or repeated late payment
- inappropriate conduct on the part of the student or parent

In this eventuality, students will be billed for non-attendance/ outstanding fees.

15. If the student discontinues lessons with insufficient notice, they/ their family will be liable to pay fees for those lessons not taken during the notice period.

Exceptions from these policies are only granted at the teacher's discretion.

Please keep a copy of this for your own records. Please note that payment for lessons denotes that you have read and agree with the terms in this document.

Data Protection

A copy of the Stepping Tones Privacy Notice can be found at www.steppingtones.co.uk/gdpr