



Calgary Piano *Expressions*

Dates of Instruction and Recitals

I understand that:

- Lessons follow a fixed schedule for a set day and time from September through the end of June, excluding the holidays listed in our Calgary Piano Expressions (CPE) Calendar (available online as well as through email).
- Optional lessons in July and August can be arranged depending on teacher availability, and that lesson scheduling and payment in these months can be more flexible.

I understand that:

- Participation in our two (2) annual recitals is completely voluntary, but all students (children and adults) are encouraged to attend. These recitals are held free of charge for students of Calgary Piano Expressions, and online recitals are an option.

Books

I understand that:

- Students are responsible for purchasing the necessary books for their level of instruction at the teacher's recommendation. Books can be purchased at local music stores.

Tuition

I understand that:

- Tuition with CPE is calculated for the September to June academic year and is averaged over 10 months to create equal monthly payments.
- The exact monthly payment is determined with CPE at the time of registration.
- These equal monthly payments reserve a teacher's time for the year and as such are due each month (see "Student Absence and Cancellations" below).

I understand that:

- Tuition is calculated using the total number of regular teaching days for the year as listed in the CPE Calendar.
- This number is multiplied by the lesson length's rate (plus any applicable travel fees).
- Lesson rate is determined at the outset with CPE and will be provided in writing via email.

Payment

I understand that:

- Monthly tuition is due on the first of each month (unless otherwise arranged - e.g. yearly).
- We accept payment through a) Pre-Authorized Debit (PAD) to be set-up at registration, or b) with 10 post-dated cheques of equal amounts.
- A charge of \$30 will be applied in the case of Not Sufficient Funds (NSF) at the time of monthly payment.
- CPE does not have any other associated charges or fees (e.g. registration fees, recital fees).

Student Absence and Cancellations

I understand that:

- CPE instructs students who know they will be absent for a regularly scheduled lesson ahead of time to communicate with their Instructor directly about the possibility of arranging make-up lessons.
- The Instructor may be able to arrange a makeup lesson if their schedule permits, but this is not guaranteed.
- If the Instructor's schedule does not permit it, the Instructor is under no obligation to make up the student's missed lesson. If they do offer a makeup lesson, this is normally offered as an online lesson.
- Refunds will not be issued by CPE.

Student Lesson Timeliness

I understand that:

- In the event of a student being late to their lesson time, the Instructor is only required to provide the lesson for the remainder of the scheduled time.
- If the student is more than 15 minutes late, the Instructor may leave.

Teacher Absence and Cancellations

I understand that:

- Instructors that cancel a lesson are required to reschedule with the student.

Parent/Guardian Supervision

I understand that:

- All students under the age of 16 must have a parent or guardian present during the lesson time who can sign for the Instructor once the lesson has been completed, unless otherwise agreed upon.

Permanent Termination of Lessons

I understand that:

- Students who wish to permanently withdraw from lessons must provide one month's advance notice in writing.
- If one month's notice is not received in advance, the coming month's lesson fees must be paid.
- If a student misses three consecutive lessons without contacting CPE and/or Instructor, CPE reserves the right to terminate lessons.

Communications with CPE

I understand that:

- CPE communicates primarily by email when there is a need.

Note: While CPE can be reached at times by phone, email is usually a more effective means of communicating. Please regularly check your email so you do not miss important information and check your junk mail folders, as this has been known to happen.