

Notes to Student:

1. The monthly tuition fee is on basis of 4 regular piano lessons, a lesson per week. If there are five weeks in a month, the lesson arrangement of the fifth week will be discussed. Tuition fee is non-refundable, non-transferable and cannot be reserved for later months. Students shall pay the next month's tuition fee on the fourth lesson, while new students joining at the middle of a month shall pay the month's remained lesson tuition fee. A reminder note for payment will be issued to students on the third lesson every month.
2. Students should attend piano lesson on time and can ask for a maximum leave of one lesson each month. Students ask for leave shall inform the teacher at least one day (preferably not less than 24 hours) before the lesson, a make-up lesson can then be rearranged. No make-up lesson can be arranged for student who has asked leave for more than once in a month.
3. Students who apply for sick leave shall inform the teacher as soon as possible. Make-up lesson can be arranged if students can hand in medical proof within one month after the day of sick leave.
4. For flexible time piano course, course fee is on 4 lesson-basis, and shall be paid in advance. Lesson time is flexible and need to be booked in advance not less than 24 hours prior to the start of the lesson. Cancellation application is not accepted after booking confirmation. The block of these 4 lessons is valid and lessons are available for booking within 3 months after the date of fee payment.
5. If Black Rainstorm Warning is issued or Typhoon Signal No.8 is hoisted, lesson will be rearranged. If Black Rainstorm Warning or Typhoon Signal No.8 is cancelled 2 hours before the lesson begins, lesson will continue.
6. Students who have attended lessons for more than one year are old students. One of the lessons in the month of Chinese New Year of old students will be the paid annual leave of the teacher.

Student Name : _____

Adult Student/

Parent Signature: _____

Date : _____