



Ms. Sarah Ponsonby BMus DipLCM
Piano and Violin/ Irish Traditional Fiddle

Phone: 07727489398

Email: sarahp97@hotmail.com



Name: _____

Lesson Day: _____

Lesson Time: _____

Terms & Conditions

All lessons must be paid for in advance. Ms. Ponsonby reserves the right to suspend tuition if the full payment for each term has not been made within 2 weeks of invoicing.

In the event of a student's late arrival, Ms. Ponsonby will be unable to give the full lesson. The lesson will end at the designated time (see above) and the time spent absent will be counted as lost.

Should a student not attend a scheduled lesson without proper notification, the time will be counted as lost and no refund will be given. Proper notification can be given no less than 24 hours in advance via phone call, text, or email (if the lesson is scheduled for 4pm, a notice at 5pm the evening before cannot be considered proper notification). Giving proper notification does not guarantee that a credit towards the next term will be given. Upon receiving proper notification of a student's absence, Ms. Ponsonby will offer 2 available times for which the lesson can be rescheduled. Should neither of these 2 times work, the lost time is not the responsibility of Ms. Ponsonby and no credit or refund will be given.

In the event that Ms. Ponsonby must cancel a scheduled lesson, she will offer 2-3 available times for which the lesson can be rescheduled. Should none of these times work, a credit to the following term will be given.

Any extra lessons given in the run-up to an exam/audition/performance/etc. will be paid for on a casual basis (full costs of lesson paid by the completion of the lesson). Should the payment for one of these extra lessons not be completed at the appointed time, all lessons will be suspended until payment has been made.

In the case of any lessons remaining unpaid for more than 6 weeks after the initial date of the pupil's suspension, appropriate action will be taken. For details please refer to the agreed Musician's Union Contract.

For information on discontinuing lessons please refer to your copy of the agreed Musician's Union Contract.

Signed

Student: _____

Date: _____

Tutor: _____

Date: _____