



**JEMIMA PALFREYMAN PRIVATE MUSIC  
LESSONS AGREEMENT VALID 1ST JANUARY  
2014 - 31ST DECEMBER 2015**

**Name of Pupil.....**

**Piano lessons are at a fixed fee of £25 per hour (or pro rata for shorter lessons). Considering the average price for one half hour vocal/instrumental lesson is £15, in order to achieve my discounted price rate I will require payment to be made for a minimum of four lessons in full via standing order in the first week of every month (cash/cheque accepted if absolutely necessary). Fees are non-refundable and lessons cancelled with the appropriate notice period of 24hrs will be rescheduled for a time that suits you. Lessons do take place during school holidays, but of course if a pupil is on holiday we will reschedule missed lessons to either side/extend the length of existing lessons to make them up, so there is no need to alter or amend an existing standing order. However, if I have to cancel your lesson I will refund the lesson fee in cash or reschedule for an alternative time that suits you.**

Please tick one option:-

I AGREE TO PAY BY EITHER:

-Standing order and confirm it has been set up with my bank

-Cheque/cash in the first week of every month

Account Name: Miss J Palfreyman

Account Number: 57805458

Sort Code: 60-21-40

Value: £100 (4 X 60min lessons) / £50 (4x30min lessons)

*Please ensure you use the pupils' name as the reference.*

If a pupil is late for a lesson, the lesson will still finish at the scheduled time.

Please inform me of lessons you cannot attend in advance (at least 24 hours) so, depending on availability, we may try and re schedule for an alternate time that week. Lessons cancelled without at least 24 hours notice will not be refunded or rescheduled. This includes lessons cancelled due to illness or missed due to transportation issues, as with any other appointment-centric profession, the time has been reserved by the teacher specifically for the pupil.

It is the pupil's responsibility to ensure that lessons requiring to be rescheduled are done so **within two weeks of the missed lesson date** otherwise the lesson will not be refunded.

If a pupil wishes to terminate lessons, they will need to continue until the end of the month that they have pre-paid for. It is the parent/pupil's responsibility to then cancel the standing order appropriately – failure to do so will mean that the lessons paid for must still be undertaken.

Please also let me know of any holidays in plenty given time, so that I am aware of free slots that may be able to accommodate another pupil's need to reschedule.

Any of my personal materials borrowed, for example music books or recordings, must be returned in the same condition they are given in. Lost or damaged items must be replaced.

I have the right to terminate lessons if I receive any abusive or intimidating behaviour from student, parent or guardian.

You are placing your consent to allow this when you sign the agreement. Any objection should please be in writing.

I am CRB cleared.

To place your consent to the Agreement above, please provide your name and signature.

Children under 18 must have the Agreement signed by a parent or guardian.

Pupil/Parent/Guardian.....

Signature.....

Teacher.....

Signature.....

Date.....

Thankyou. Issued in compliance with the Data Protection Act 1998.