

## **AGAPE Music Tuition Lesson Policy 2021**

### **GENERAL:**

- All our tutors over 18 have a current Working With Children Check.
- All lessons are held on the premises of Camden Uniting Church.
- In these uncertain times of changing COVID restrictions, students aged 12 and over, & any accompanying parent must be willing to wear a mask if requested to do so.
- A register of student attendance is kept as per COVID regulations.
- Any adult in attendance must scan in on the service nsw app or sign the attendance register if they do not have the app.
- Practical music lessons are “one on one” with the tutor.
- Lessons range in cost from \$35 - \$40 for 30 minutes. Please note that lessons are inclusive of GST.
- AGAPE is an approved Creative Kids provider. The \$100 voucher can be used as part payment for one term in 2021.

### **PAYMENT OF FEES:**

- Invoices for term fees are sent by email a week before the beginning of each term. Payment is due by the **end of week 3**. Invoices are sent by our Accounts Manager, Gwen Simmons from [agapeaccounts@camdenuniting.org.au](mailto:agapeaccounts@camdenuniting.org.au).
- A payment plan by automatic direct deposit weekly or fortnightly into the AGAPE account can be arranged, after communicating with the Director and/or the Accounts Manager
- If fees are not received by the end of week 4 & there has been no payment arrangement as above, AGAPE reserves the right to cease lessons until the outstanding amount is paid.
- Our preferred payment method is by direct deposit into the AGAPE bank account (Name of account: Camden Uniting Church AGAPE. BSB 634634. Account 100034576)

### **MISSED LESSONS:**

- A student must not come to a lesson if unwell. AGAPE is a registered COVID SAFE business and we take the health and safety of our students and tutors very seriously.
- A zoom or facetime lesson is an alternative option if needed.
- No credits are available for lessons missed by the student. The time slot is allocated to the student for the whole year.
- A credit for any lesson missed by the tutor is given on the next term's invoice.
- AGAPE tutors are not able to do “make up” lessons.

SEE PAGE 2

**COMMUNICATION:**

- If a student is unable to attend a lesson, please send a text message to the tutor or to H.Bieman as soon as possible. If a tutor is unavailable the parent will be notified in advance if the the tutor knows ahead of time.  
If the tutor is unable to attend because of illness on the day, the parent will be notified by text message as early as possible, either by the tutor or by H. Bieman
- Parents can always ask for an appointment with the tutor or H Bieman if they wish to discuss a child’s progress, or if they have any concerns.
- Enquiries about invoices should be directed to the Accounts Manager, Gwen Simmons. [agapeaccounts@camdenuniting.org.au](mailto:agapeaccounts@camdenuniting.org.au)
- Difficulty with fee payment should be discussed with H Bieman.
- Students are booked in for a year’s tuition. Parents wishing to withdraw the student within the year should do so at the end of a term after giving notice in week 8 of term.

**PROTOCOLS:**

- Lessons are held weekly during NSW state school terms, except in Term 4 when we finish one week prior to the end of the state schools term.
- Public holidays are observed. These will be taken into account by the accounts manager when preparing invoices.
- State school “pupil-free” days are not observed at AGAPE

Heather Bieman (Mus.B;Dip Ed.; A.T.C.L.)  
AGAPE Director and Senior Teacher  
Mobile 0412400394. Email [info@agapemusic.org.au](mailto:info@agapemusic.org.au)

---

Parent’s Name: \_\_\_\_\_ Name of student: \_\_\_\_\_

I have read the information in the lesson policy document, especially in regard to missed lessons.

Signature of parent or adult student. \_\_\_\_\_

Date: \_\_\_\_\_