



Great Art School of Music Policies & Procedures

Registration

All students need to fill out registration form. Personal information provided is kept as confidential profile and is used within school only for student's music learning progression purpose. The initial one-time administration setup fee is \$20 per student in order to officially schedule the lesson.

Tuition & Payment

1. Individual Private Lesson - Tuition is monthly-based and full amount should be received by Great Art School of Music Inc. on (or prior) the first lesson of the month.
2. Group Lesson - Tuition is term-based and full amount must be paid in advance upon registration completion.
3. Group Theory Lesson - Tuition is set by per one-hour class. Once the class is confirmed, the fee will be advised and the full amount must be paid in advance.
4. Payment Methods - Payment can be made in person by cash, cheques, Interac or credit cards. Should the tuition is paid by cheques, please note that:
 - Make the cheque(s) payable to "Great Art School of Music"
 - Post-dated cheque(s) will be cashed on the 1st business day of each month.
 - The service fee of \$35 per NSF/Dishonored cheque will be charged.
5. Past Due - The past due fee is \$10 per week and will be charged until full payment received.

Cancellation (if a student is unable to attend the lesson)

Should students need to cancel the lesson for any reasons, contact school within 24-hour is a must. For individual private lesson, only ONE make-up lesson will be arranged as courtesy. No make-up lesson for group lesson. Make up lessons are granted only at the discretion of the teacher and subject to time availability.

Lessons that fall on statutory holidays will not be charged. For Christmas and Spring Break, if you do miss lessons due to vacation, your lessons will be made up to you at a convenient time. If you are enrolled in group classes, these lessons cannot be made up.

Termination (if a student wishes to discontinue lesson)

There is a one month minimum commitment for all registered students. Afterwards, two weeks written notice is required to withdraw from lessons. No refunds will be given for withdrawing from group lesson.