



**Stage Art Studio Ptd
Ltd Policies
(Tania Levy)**

_____, (student) hereafter referred to as “client”, is scheduled for a weekly lesson of 45-minutes duration with Tania Levy /Stage Art Studio PTD LTD, hereafter referred to as “Instructor”, mutual representation of Stage Art Studio (hereafter referred to as Legal Company in Singapore).to be held from_____to_____ (time) on _____ (day of week). The tuition for this lesson is \$ SG90 per lesson to be paid.

1. Responsibilities of the Student

- a. Students shall notify the instructor at least 48 hours in advance to cancel a lesson by calling 94680392 or the Student will be charged for the missed lesson.
 - a.i. Students are financially responsible for any subsequent missed lessons regardless of notice; therefore it is encouraged that the Student select a lesson time that works on a weekly basis. The lessons are scheduled for each week and your **spot is reserved.**
 - a.ii. Missed lessons without 48 hours notification, as a general rule, will **not be rescheduled.**
- b. The Student will arrive on time to all scheduled lessons. Lessons will end at their scheduled time, **regardless of the time of Student’s arrival.** Every overdue of time will be charged. The Student will not overstay his/her lesson time, or otherwise cut into another student’s lesson time.

c. - Withdrawals -

If you decide to discontinue your lessons for a month, I may not be able to hold your assigned time for you and may be offering that time to someone else if requested. If you wish to take some time off but keep your time slot, you will be required to keep paying for that time and reschedule your lessons in order for me to keep your spot.

Please, provide 2 weeks written notice if you decide to withdraw from lessons or make sure to let me know before the invoice is sent to you (second last week of the month). No credits or refunds will be issued for withdrawals mid-month.

d.

Regular Cancellations up to 4 Weeks

If a student who cancels regularly (excused or not-regularly being defined as missing 3 Plus lessons over a certain span) loses their weekly time slot to be filled with a regular student.

I enjoy teaching you in private lessons, but for my personal finances, I need to be able to rely on the steady income from students who can meet me each week. If you decide to take a break for, - up to several weeks (off regular school holiday) you can either

a) pay an amount of safety for the slot

b.) continue Drop In (payment in advance)

A student who does their lessons, is a student who delays the payment and therefore creates a financial whole and takes a Main spot away from another student.

2. Responsibilities of instructor

- a. If the Instructor has to cancel a pre-paid lesson for any reason, and that lesson cannot be rescheduled to the satisfaction of both parties, the tuition will be applied toward a future lesson. **Refunds are not available.**
- b. The Instructor shall begin lessons at their scheduled time, or the Instructor shall extend the lesson to meet the required lesson time.
- c. The Instructor will record every Student Matters (invoices, recipes, etc)
- d. If the Instructor has to cancel a lesson for any reason, and that lesson cannot be rescheduled to the satisfaction of both parties, the prepaid amount for that lesson will be credited to the following month's lessons with the Studio. All payments remain non-refundable.

Lesson will be credited to the following month's lessons with the Studio.

3. Payment Method

- a) Stage Art Studio is offering a monthly tuition package
4x 45 min. 360 for SG Dollars (90,- per 45 min)

The lessons have to be paid for the whole month prior. **Bank Transfer /lesson payment has to be done before the initial Lesson. You will receive a Invoice. No lessons will be held without a prior payment.**

Payment may be rendered by credit card/Online Banking or PayPal (with an additional fee for processing), Fees have to be covered by the student.

Payments submitted after the due date will be subject to a \$25 late fee. Initial payment, comprised of the total cost of remaining lessons in the current month, will be due upon signing the contract.

Fees and payments paid are non-refundable.

c) Duration of the contract is 5 months.

Packages have to be both monthly by the end of your last lesson for the upcoming lesson.

The Cancellation of a contract has to be noted 4 weeks before ending.

If the Student wishes to terminate lessons at any point during the year, please address this via a phone call to me.

d.) DROP IN RATE

If the Client wishes to have a **drop in** and a session without options a.) b.) we offer a 1-2(max.of two lessons) session with 100,- SG Dollar that has to be paid Cash.

5.) If the Instructor has to cancel a lesson for any reason, and that lesson cannot be rescheduled to the satisfaction of both parties, the prepaid amount for that lesson will be credited to the following month's lessons with the Studio. All payments remain non-refundable.

4.. HOLIDAY MONTHS

All lessons continue as usual during the summer months. This private Studio does not follow a semester system or any type of “school year.” If you and/or your family plan to be out of town at any point during the summer months, please give the Instructor ample notice. If the Student wishes to take the entire summer off, the Instructor cannot guarantee that the same lesson time slot will be available upon the Student’s return.

We offer in this cases Skype Lessons if possible. If Skype lessons can not happen because of the time difference,the classes remain open until next time.

5.Pick Up and Drop Off from Class

Stage Art Studio responsibility begins only when the student is dropped off to the classroom when a teacher is present in the room.

Stage Art Studio is NOT responsible for students being dropped off outside the building or left unattended anywhere else but the studio. Stage Art Studio responsibility would disengage once the student has left the class.

6. Information

Stage Art Studio will inform any changes in schedules or lessons or performances via sms and/or emails.

Stage Art Studio will not be responsible if the students/the guardians do not receive the messages due to technical glitches, problems or if messages are not retrieved on time.

Stage Art Studio Ltd reserves the right to exclude a student whose behavior towards the teacher or the other students is unacceptable. In this case the uncompleted classes will be paid back.

I understand that my payments are not refundable under any circumstances. I understand that all terms in this agreement are non-negotiable, upon execution of this document. The terms of this contract shall be in effect beginning _____ and will continue until I, the Student, submit written notification of my intent to cease taking lessons at the Studio (see Section 1.G below).

I have read, and I agree to the above conditions.

_____	(student)	_____
Print		Sign
_____	(parent/	_____
Print	guardian	Sign

Keep a copy of this contract for your files.

Stage Art Studio
Tania Levy
DBS Multiplier Account
Account Number 063-021448-5