

# Poco à Poco Music School



## Rules & Regulations

1. All fees are payable in advance and no later than the 5<sup>th</sup> of the new month.  
For every week the fees are late, R20 will be added to your account.
2. Fees are payable cash, or preferably via Electronic Transfer –  
My banking details are:  
FNB  
Acc nr: 62192209130  
Branch: 250655  
Cheque Account  
Marietjie du Toit  
If your bank gives you the option please notify me via sms (0844086452) or email ([marietjie@teachers.org](mailto:marietjie@teachers.org)).  
If not, please bring me the proof of payment with the next lessons.
3. Your monthly fee as arranged is set for at least 1 year before it will increase.
4. Lessons cancelled by the student are forfeited – NO CREDIT will be given. Lessons may be worked in on the discretion of the teacher, and if a suitable time can be arranged.
5. Lessons cancelled by the teacher will be worked in, in due time.
6. There will be no lessons on Public Holidays.

7. Where there are 5 lessons in a specific month, you have the choice of canceling one of the 5 lessons, or paying the extra lesson at the beginning of the month.
8. We are open from the 3<sup>rd</sup> week of January until the second week of December. That means that for January and December half a month's fees are payable, and for February through November a full month's fees are payable whether you go on holiday or not.

In other words: Your monthly fees are set. You have to pay the same amount every month before the 5<sup>th</sup>. If I missed a lesson the previous month you cannot work out your own amount due for the following month. I will work in the missed lesson/s sooner rather than later.

9. Books, Sheet Music, Exams and Eisteddfods will be for your account.
  - I will give you a list of prescribed books as soon as possible. You can then buy the books yourself, give me the money to buy it for you, OR if you are not up to the extra expense, you can give me a 6 monthly fee of R100 for which I will give you copies of the necessary materials.
  - As far as the Exams and Eisteddfods are concerned you must please realise that we are working with strict cut-off dates, and that I really do need the money when I say I need it. Otherwise, you will miss the concerned event.
  - While you are enrolled to Poco à Poco Music School you are not allowed to enter for any music competition without entering as a student of our School.
10. One calendar month's paid written notice is required when terminating lessons.

