



**Face to Face: Student Enrollment Form/ Tuition Agreement  
(35 minute lessons, 36 lessons a year contract)**

Date of first lesson:

Name:

D.O.B:

Contact Address:

1<sup>st</sup> contact number:

2<sup>nd</sup> contact number:

Email Address:

How did you hear about my piano teaching studio? (Please circle)

Facebook   Word of Mouth   Netmums   Musicteachers.co.uk   Leaflet   Website  
Other (detail below)

.....

[Lesson Fee Agreement: \(£60.00 per month for 36 lessons a year\)](#)

The teacher promises to provide 36 lessons a year based on the fixed 38 week teaching calendar. Therefore, if there are no cancellations by either party, 38 lessons are possible. Before the commencement of a new teaching year and/or contract, the Teacher will give the Pupil (or the Pupil’s parent or carer) written confirmation of the dates and times of all lessons by publishing a yearly calendar detailing teaching weeks and holidays.

If a lesson is cancelled by the student, then a recorded lesson video can be provided in place of the missed lesson, or, if there is a free lesson slot in the teacher’s timetable that week, you are welcome to that time. No refunds are available for missed sessions which are fixed in line with the Highland Council Teaching timetable and the Happy Keys Teaching Timetable.

Lessons are paid for on a monthly basis over 12 months of enrollment. The contracted lesson fee is £60.00 per month. You will be billed at the start of each month. Books, backing tracks and instruments are all required to be sourced on top of lesson fees.

Lesson fees cover:

- A reserved 35 minute lesson spot in the Happy Keys teaching week.
- A high quality instrument for lessons to take place on and a safe learning environment.
- A personal piano practice handbook plus homework folder detailing lesson notes, extra resources, studio calendar and contact info plus any other important studio information.
- A yearly report card.
- A contemporary and quality piano education from an experienced, up to date and PVG checked instrumental instructor who is a member of the ‘Vibrant Music Teaching’ community and the Incorporated Society of Musicians.
- A teacher with Professional Indemnity Insurance and Public Liability Insurance.
- Teacher’s commitment to ongoing professional development through a Vibrant Music Teaching Subscription and Scottish CPD events on music education, facilitation and developments in the wider field of music teaching.
- An ongoing and updated library of resources, teaching tools, books and sheet music as well as digital learning tools in order to provide a rich and in depth learning experience.
- Yearly piano and equipment maintenance including tuning and repairs.
- Up to date communication via email and social media: a sharing platform for students and any updates from Happy Keys.

Signed.....  
.....

[Photographs and Media](#)

At times, I may wish to take photos of yourself or your child to include on the Happy Keys social media account (Facebook/Instagram/YouTube). Do you consent for this to take place? Please indicate below.

Facebook (YES)	Facebook (NO)
Instagram (YES)	Instagram (NO)
Website (YES)	Website (NO)
YouTube (YES)	YouTube (NO)

### Lesson Conditions

- Each academic year, a studio calendar is published in line with the Highland Council's School Term dates.
- If a student/parent wishes to change their lesson time mid-year this can be discussed on a case-by-case basis, however this is subject to availability and cannot be guaranteed.
- The student is expected to bring their lesson books and folder to each lesson.
- The Pupil (or the Pupil's parent or carer) will pay each month on or before the day of the first lesson of that month.
- The Teacher may increase the tuition fees from time to time and will give written notice of such an increase to the Pupil (or the Pupil's parent or carer, where appropriate) at least one month before the increase taking effect. If this change takes place, a renewed contract agreeing to the fee increase will need to be completed.
- If the Teacher, in her reasonable opinion, feels unable to continue tuition on account of unreasonable conduct by the Pupil or anyone connected with the Pupil, the fees for any outstanding lessons will not be refundable.

### Withdrawal

- Should you wish to finish your tuition at any time, 4 week's notice must be given in advance of your proposed last lesson. At this stage, the teacher will then recalculate the amount of lessons you have received in order to determine whether you are due a refund/owe lesson fees. If the Pupil stops attending lessons during this withdrawal period, the Pupil (or the Pupil's parent or carer) is not entitled to a refund of any fees paid for in that period. The Pupil is entitled to attend any lessons paid for.

### Responsibility

- I, the Teacher at Happy Keys, hold a Postgraduate Diploma in Community Music, and a Bachelor of Music (Piano Performance) with a first class grading in both. I have the Grade 8 ABRSM Certificate on Piano and Flute with the Grade 5 Theory of Music. I am a subscribed member of the Vibrant Music Teachers Professional Development Community.
- I, the Teacher, have an up to date PVG check and am a member of the Incorporated Society of Musicians which provides Public Liability Insurance and Professional Indemnity Insurance.
- I, the Teacher acknowledge my responsibility for the supervision of pupils during lessons and that the parent is responsible at all other times
- I, the Teacher ensure that the teaching room is suitable for a 2m socially distanced lesson with hygiene measures in place, ventilation and masks if required. The studio can transfer fully online if the need arises.

Parents and pupils are subject to above stated terms and conditions. Happy Keys reserves the right to amend the terms and conditions where appropriate at any time.

Signed (Guardian/Parent/Student (if over 18))

.....