

Class Rules and Regulations

♪ Fees

- + Fees are to be paid quarterly (every 3 months) as per the given fee structure.
- + An admission fee of 2000/- will be charged if a student takes a break or discontinues and re joins classes.
- + Fees will differ as per the grade the student is studying **(irrespective of Theory or Practical).**
- + **Classes will not be taken if fees are not paid on the first class of the quarter. Do note that all payments are to be made before and NOT after a class.**
- + In case of student going on a vacation, fees will need to be paid for as per the quarterly system. In case of failure to do so, the slot will not be reserved for further classes.

♪ Frequency and Duration of Classes

- + Classes will be taken once a week as per scheduled day. The duration of each class is 1 hour. If the student is late for a class time will not be extended to complete the 1 hour.
- + No prior intimation will be given before a scheduled class as slots are to be considered scheduled by default on a weekly basis.
- + There can only be a maximum of 4 classes per month. **Extra classes will depend on availability of teacher and additional charges will be applicable per class as per the given fee structure.**
- + If in case the student has to take any extra classes during exams, fees for the same is to be paid at every extra class attended.

♪ Missed class

- + Students are allowed to miss only 1 class in a quarter. If more than 1 class is missed it will have to be forfeited. In the case of a student not missing a single class in the entire quarter he/she will be allowed to carry forward a complimentary missed class to the next quarter. Hence a student is permitted to miss a total of only 4 classes in the whole year.
- + Missed classes will not be accounted pending moving into the next year.

- ✚ In the case in which a class is missed by the teacher it will be made up for by the teacher at a time of convenience for both. If the teacher fails to do so there will be a refund given back by the teacher to the student at the end of that quarter after the assessment of the attendance.
- ✚ **There will be no adjustments made in the fees if a student misses class.**
- ✚ Any adjustment in class schedules needs to be communicated at least 3 days prior to the regular class.
- ✚ **In case a student misses a class and doesn't inform the teacher in advance, it will be accounted for as a missed class and will not be covered up.**

♪ **Attendance Sheet and Home Work Folder**

- ✚ There is an attendance sheet that needs to be signed after every class is taken by either student/parent. This sheet will document the number of classes taken in the entire quarter. Students will be marked absent if they have missed a class and as per the rules above.
- ✚ **It is mandatory to carry the folder provided with the attendance sheet, home work sheets, rating sheets, etc. every class.**
- ✚ Parents please refer to the child's folder to stay updated on their progress.

♪ **Music Exams**

- ✚ It is a compulsion for a student who is learning the piano to own an 8 octave piano (not a keyboard) once they reach the exam level. Exam fees will have to be paid 3 months prior to the exam date or as mentioned by the teacher; failure to do the same will result in forfeiting the exam.
- ✚ **The teacher will enroll a candidate for an exam only if 60% of the exam syllabus is accomplished before the enrollment date.**

♪ **Discontinued Classes**

- ✚ If for any given circumstances the student has to discontinue class for any period of the quarter or discontinue class completely the fees paid will not qualify for a refund. It is completely up to the discretion of the teacher to consider if the given circumstances qualify for a refund or not.
- ✚ The teacher has the right to discontinue classes after every quarterly assessment based on the performance/interest level of the student.
- ✚ **Discipline and hygiene is expected from students during class time, if not adhered to will result in discontinuation of classes.**

♪ **Parent/Guardian/Domestic help Assisting Student to Class**

- ✚ Parents/Guardians/Domestic help are not allowed to sit for the class unless requested by the teacher or if the child is below 4 years old.

Please note: There will be a 2 week Christmas break every year. Classes missed during this break will be adjusted before the break.

THANK YOU

