

WARE ACADEMY OF MUSIC, 4350 Steeles Ave. East, Box 94, Markham, ON L3R 9V4

## PRIVATE LESSONS POLICY 音乐个别课准则

The Ware Academy of Music acts as a manager in connecting students and parents with our representative teachers. 维尔音乐学校作为经理方将学生和本校老师联系在一起. For the economic protection of our students, the parent agrees that all payments will be made to the Ware Academy of Music and not paid directly to the teachers.

为了保护学生的经济利益, 学生及家长须同意将所有学费直接付给学校而非个别老师. All services including theory tutorials and accompanying fees must also be paid to the school.

其它款项如音乐理论个别辅导, 伴奏费等均需要付给学校.

**In regard to the school policy, I understand the following: 我明白以下关于学校的准则:**

Lessons must be cancelled 24 hours in advance in order to be eligible for a make-up lesson. Payment is required for late cancellations and missed lessons without notice.

音乐课必须提前24小时取消才可以有机会补课. 24小时之内或没有任何提示取消个别课, 一切课时费学校均不予以退还.

I am required to pay for each week of lessons in the month with the exception of Christmas Eve (Dec. 24<sup>th</sup>) through New Year's Day (Jan. 1). If I need to miss a week, I will make arrangements for a make-up lesson with the teacher.

所有学费必须在当月付清. 如当中缺课, 需要与老师确定补课的时间. 学校在 12月24 日至 1月1日之间关闭.

If you want to take every holiday weekend off including Thanksgiving, Easter, Family Day, Labor Day, etc. please schedule your lesson during the weekdays, Tuesdays-Thursdays.

如不能在, 感恩节, 复活节, 劳动节等节假日上课, 需与老师联系洽谈在周间补课的时间.

Summer vacations may occur during July and August only. If I leave for more than two weeks, my lesson spot cannot be reserved for September.

七月和八月之间可有停课假期. 如停课两周以上, 九月秋季学期不一定能保留原有的上课时间.

Keep receipts as proof of payment for all lessons.

请保留发票或收据作为所有课程学费的缴费证明.

**X** Parent's Signature: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Printed Name of Parent: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Teacher: \_\_\_\_\_ Day and Time: \_\_\_\_\_