

Parent/Guardian name (in block letters): _____

Student Name (in block letters): _____

SCHOOL POLICY

IKMS Term Dates

Lessons will be scheduled by The School in accordance with the state primary term dates and with consideration of both students' preferences and the availability of teaching staff.

If a scheduled lesson coincides with a statutory public holiday, the lesson will take place as it would if there was not a public holiday. The standard **24**-hour notice rule applies for cancellations during holiday periods.

Lessons will not be conducted routinely during the state primary school vacation periods; however special arrangements (e.g. exam or competition preparation) can be made in extenuating circumstances according to the teacher and student's availability. Holiday lessons in this instance are charged additionally to the term fee and as per usual instrumental lesson rate with a separate invoice issued at the completion of the above.

Payment Policy

Tuition fees for individual lessons must be paid in full for each term in advance, no later than 14 days since the beginning of term. Failure to pay in time results in the 5% late fee, added after that period and in effect up to the end of week 4 of term.

Failure to pay the fees after 4 weeks of term results in suspension of all further lessons until such fee is paid in full.

If individual tuition is cancelled indefinitely prior to the end of a term, no refund will be given for the lessons remaining to the end of that term.

All group lessons fees must be paid in full and are not refundable once the term had commenced.

If a student is away for a large portion of term, full term fee must be paid if parents want to secure the same time slot when they return.

Invoices for each new school term will be distributed during last two weeks of a previous term and via email address (es) supplied at the time of enrolment. Families are responsible and are urged to notify The School about any email, phone number or address changes as soon as they occur. Administration does not take responsibility for emails not been delivered in time, overlooked or lost due to change of email address school administration have not been aware of.

The school will review tuition fees at the beginning of each calendar year and reserves the right to apply a marginal increase at that time in accordance with general inflation and other relevant market factors.

Lessons Cancellation Policy

Notified Absences

If an individual lesson is to be cancelled, notice must be given to the school office or to the student's teacher at least **24** hours in advance of the scheduled lesson start time.

Lessons will be re-scheduled and made up only for the advanced notices of **24** hours or more and only for the reasons of school camps, sickness (medical certificate might be required) or extreme family circumstances. The teacher will organise and conduct a replacement lesson at the mutually convenient time, discussed with and agreed by parents. Failure of student to appear for the make-up class will result in forfeiting the lesson and the tuition cost for that lesson charged.

In case of a notified absence, the regular tutor will provide a **maximum of two (2)** lesson timeslot options based on their availability. If no mutually suitable make-up lesson time can be attained, The School reserves the right to schedule a make-up lesson with another qualified staff member on the same or a different day according to the time available for the week.

Each family will only be allowed **one (1) notified absence guaranteed re-scheduling** per term **per student**.

Any additional notified absences may not be possible to be made up by the regular teacher and will be up to the discretion and the availability of the above. In case of their unavailability, The School may appoint another member of the staff to fill in.

Communication regarding notified absences should be conducted between the student family and the regular teacher for the quickest and most efficient outcome, with The School administration included in communication.

Short Notice Absences

All lessons cancelled without adequate notice will be forfeit and the regular tuition fee charged.

Teacher Absences.

The School holds continuity and regularity of lessons of the utmost importance. In case of a **short notice sickness** of a regular teacher, the school will endeavour to place the student with another member of The School's staff, providing they have availability within a similar time slot. Due to the short notice nature this change may not be notified to parents, however The School guarantees the uncompromised quality of such lesson.

If a make-up lesson with another staff member at a usually scheduled time is impossible, the regular teacher will be responsible to organise make-up lessons at their earliest convenience.

Failure to attend a scheduled make up lesson will result in the lesson and fee forfeit.

The School reserves the right to amend the regulations of this policy at any time, and will notify all policy signatories of any amendments as they occur.

Parent/Guardian signature: _____ Date: _____