

Payment Authorisation - Automatic Payment

This is an agreement between you and Darley Music for the automatic payment from your debit/credit card for the payment of your account. By signing this authorisation, you warrant that you are the card holder & authorise Darley Music to process payments from your nominated card, for the amount of your invoice, on the due date of your invoice. If you have not received your invoice 14 days prior to the end of term, please contact us and we will reissue a copy by email. You must ensure that the card details you have provided are correct and that you have sufficient funds available on the invoice due date to allow payment. You can cancel this agreement at any time by providing written notice.



Please debit my **Mastercard** **Visa**

Card Number

Name On Card _____ **EXP:** ____/____ **CVV:** _____

Signature _____ **Date** ____/____/____

PLEASE POST, EMAIL OR FAX YOUR COMPLETED AUTOMATIC PAYMENT AUTHORISATION

Lesson Policies

Our lesson policies have been developed with two parties in mind – our Students and our Teachers. They help students to remain committed to their music education, they also help us to attract and retain high quality experienced teaching staff by providing stable work. We are committed to providing our students with a well rounded music program that covers all aspects of music. We provide our qualified music teachers with all of the lesson material needed to deliver our music program and all of our teachers have current WWC checks to ensure the safety of all students.

Cancellations by Students

If the student does not show up for a lesson without giving notice, there will be no refunds or make-up lessons. Failure to show up creates a loss of income for the teacher who has set aside the time for the student in good faith. We are unable to fill that time with another enrolment or alternative employment at short notice. If the student is sick and Darley Music has been notified 24 hours prior to the lesson a make-up will be provided. If students are absent due to excursions, camp or school activities the lesson will be rescheduled and a make up lesson will be provided during the term.

Cancellations by Teachers

If the teacher fails to show up for a lesson, make-up lesson or credit will be provided depending on the teachers availability during that school term. Your school will be notified if the teacher is ill and cannot attend the lesson. Credits will be deducted from the following terms invoice.

Cancellations by Schools

On occasion lessons are interrupted by other activities arranged by the school. On these occasions lessons will be rescheduled and a make-up will be provided or a credit will be provided for the following term. School cancellations include swimming programs, athletic days, incursions/excursions, camps & teacher strike days.

Withdrawals

When students enrol they are reserving a place in the program, which we hold into the following term. If you do not wish to continue into the following term, **please advise us of your intention to withdraw 7 days before the end of the current school term.** This will provide ample time to fill your place and give the teacher consistent and reliable work.

Payment of Tuition

It is essential that we receive lesson fees in advance. If not, our staff will not be able to take your child for music lessons. Fees are paid per term (usually 10 weeks) and will be sent out 1 month prior to the commencement of term. Invoices are due on the last day of term and will cover the following school term, with exception to the summer holidays. Please note that tuition fees are non-refundable. By signing up with Darley Music, you agree to pay any costs incurred via collection agencies due to overdue invoices.

Late Fees & Admin Fees

When payment of tuition is 7 or more days late, a \$5 late fee is charged. Lessons will continue whilst awaiting payment, if you are wanting lessons to cease then Darley Music needs to be notified. If using Bank Deposit or Paypal keep in mind that it may take a few days for us to receive your payment. In this case email a copy of your Deposit/Payment Receipt and lessons can commence immediately.

Books, Accessories & Lesson Material

All lesson material including songs, chord charts etc. will be supplied by Darley Music every lesson. If you would prefer for your child to also work from a book, it can easily be arranged. Piano/Keyboard/Violin students will need to purchase books, songs and other material is still provided. Darley Music ensure that students will be learning popular and appropriate songs, technical ability, theory and performance skills to help develop your young musician.