

## Teaching Agreement

### 1. Terms of Engagement

The Teacher and Student will conduct themselves in a responsible and professional manner at all times during the lessons. The Teacher will assure quality teaching at all times serving the needs and desires of the Student. Progress reports are available via email from the Teacher upon request, giving the Student an opportunity to receive feedback on how they are developing with the Lesson content. The Student is responsible for taking notes during the lesson and understands that attending the lesson alone is not enough to guarantee learning and improvement. The student is responsible for their own practice outside of lessons.

### 2. Fees

Lesson fees are subject to annual review. The hourly lesson rate is £40.00, and the 30-minute lesson rate is £22.00. Lesson bookings are made in blocks of four for weekly lessons, the fee for which is due on the first lesson of each new block. For example, 4x 1 hour lessons at £40 would result in a fee of £160.00. An invoice will be created and sent via email to confirm the booking and fee amount. This will ensure that the Teacher and Student are on the same page with Lessons dates and fees. The invoice must be paid in full within 7 days of receipt and is non-refundable. Payments can be made via bank transfer or in cash. The Teacher will give the Student/Guardian at least one month's notice for any increase in fee. The Teacher will not increase any fees during a current block of lessons. For individual or flexible lessons payment is made on the day in the amount of £40.00 for a 1 hour lesson - cash only.

### 3. Commitment

Please note that once accepted booking a block of lesson represents a commitment in the Teachers schedule to you the Student for an allotted time each week. The Teacher will be unable to accept any other work for this allotted time this is why Fees must be paid upfront at the start of each new block of Lessons and not at the end of the block to ensure commitment of the Students chosen time slot. Flexible lessons are so named in that there is no weekly commitment and instead the Student must reach out when they would like another lesson and the Teacher will inform them of any availability for that week.

### 4. Cancellation Policy

Any Lesson missed by the Student due without notice of 1 week shall be paid in full. If the Lesson is cancelled for reasons beyond the Students control or in reasonable circumstances, the Lesson may be rescheduled for another date or pushed back a week. However regardless of the circumstances any Lesson cancelled within 48 hrs will be paid in full unless otherwise agreed with the Teacher. If the Teacher is unavailable to give any scheduled Lesson, the Lesson will be carried forward to another date. No refunds will be given, all payments made are final and can only be redeemed via the appropriate amount of

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lessons. If the Student is late by more than 15 minutes for a Lesson they will forfeit that Lesson for the full fee, no extra time or rescheduling will incur.

#### 5. Miscellaneous

Bi-weekly or adhoc lessons are acceptable but the Student will need to be flexible as the Teacher must prioritise time-slots in his schedule to the weekly students. Payments for individual Lessons must be paid for in cash on the day of the Lesson. Lessons will take place at the Teachers' home. Lessons can be arranged at the Students home on request for an additional travel fee of £5.00 per Lesson. Communication is to be carried out via email when conducting business. All booked Lessons must be redeemed within a maximum of 8 weeks or they will expire.