

RUSSIAN SOUND MUSIC ACADEMY STUDIO POLICY

WELCOME



Russian Sound Music Academy was founded in 2015 to provide passionate and talented students in Hong Kong with the techniques of the Russian conservatory system. This pedagogical tradition is known the world over, and it was obvious that talented Hong Kong students were appreciative of this level of training.

Since that time the studio has quickly grown from its modest roots to offer lessons and guidance in multiple musical disciplines. Our goals:

- to provide the highest quality musical training to Hong Kong students of all backgrounds.
- To offer fun and engaging activities and opportunities to our students
- To provide artistic offerings to the local and Hong Kong community for cultural enrichment.
- To continue learning and growing

Bellow you will find the rules and guidelines that have been designed with years of experience that are put in place to ensure a positive experience for everyone.

GENERAL RULES

- Students, families, and teachers are expected to keep civil, courteous, and polite their interactions with each other and treat all parties of the studio with kindness and respect.
- Every student shall be properly registered with full name and age provided as well as full name of parent, parent email and phone number.
- After the student has satisfactorily passed the first trial lesson with the teacher, all further payments for regular lessons shall be made within the first week of each month for the entire month in accordance to the invoice emailed by the studio. One month advance payments secure your available space for regular lessons in your teachers' schedules and prevent them to schedule new coming student taking your schedule slot. Late payment submissions shall be a subject of late fees charges. If no payment is received by the second week of the month no further lessons will be taught.
- If you or your teacher cancelled the lesson with the prior notice, your lesson fee will be credited to the following month and balance for the following month shall be recalculated. Please note that last minute cancellations may be a subject of charge and are nonrefundable at the discretion of your teacher.
- No cash payments will be accepted and payments should be made to the company. No payments by individual lessons are possible.
- Please consult your teacher BEFORE applying for exams, competitions and any other types of public performances. Your teacher's expertise and awareness is the key of the student's success.
- Our studio creates numerous performance opportunities for students of all levels: from very relaxed and stress-free family events to performances on professional stages. Please do not hesitate to ask your teacher about upcoming performance projects if you want to practice your confidence in public presentations.
- No food or drink is allowed in the studio. We want to keep a clean and healthy environment.

TUITION

What is included: one-on-one lessons, limited printed study-sheets or music pieces chosen by the teacher. Lesson fees are specified by the teacher and should be paid directly to the company.

MISSED LESSONS AND MAKE-UP LESSONS

Excused absences: typhoon signal 8 and above, black rain storms, public holidays, officially confirmed Hong Kong school breaks submitted at least 2 weeks in advance, ABRSM exam days. Lessons will be rescheduled as a makeup at the convenience of both the teacher and the student. The lesson if unused will be forwarded to the following month.

Sick Leave: Students must notify the teacher at least 4 hours in advance and may be asked to provide a medical excuse. Only makeup lessons will be offered, no refunds.

Lateness: Students arriving late will not receive any additional time at the end of the lesson and full lesson fee will still be charged.

Cancellation on a day of lesson will not be refunded and will not be rescheduled.

Please note that occasional schedule conflicts with other activities (ballet/sport/other classes) MAY NOT BE CONSIDERED as an official excuse; in this instance, the lesson refund or rescheduling will be up to the teacher's discretion.

Penalty: lessons cancelled with less than 24hrs notice by the student are non-refundable and may be charged at full price. Students missing classes frequently will be given last priority in scheduling lessons for the following term or excluded from the studio.

Make-up lessons: only two chances to make-up lessons via credit to the next month's bill will be given per semester to students. Further makeup lessons will be held and scheduled at the discretion of the teacher. Those lessons must be made up within a period of one month, after which they will be forfeited.

Teacher's leave: In the event that the teacher takes professional leave (concert, conference) an advanced notice will be given. Prior or after professional or sick leave the teacher will compensate the missing appointment with a make-up lesson or with a lesson refund. Refunds will be deducted from the following month bill or made by FPS transfer to the customer's bank account. All lessons cancelled by teacher are 100% refundable.

WITHDRAWING FROM THE STUDIO

Withdrawing initiated by a student: a student may withdraw from the academy with no explanation of the reason with 2 weeks prior notice. In the case that students wish to withdraw from the studio "temporarily," the student may only continue to take lessons in the following semester based on studio enrollment and teachers' availability.

Expulsion from the studio: in the event of exceptional situations, a student may be excluded from the studio. These reasons include but are not limited to the following: skipping lessons on a regular basis, intentional damage to office equipment, misbehaving and failure to demonstrate dedication and practice after 2 months following a first warning (warnings will be noted in the student's assignment book).

EXAMS

Grade and repertoire choice: entering any exam must be discussed with the teacher. The teacher makes a final decision which grade and repertoire would be the most appropriate for the student. Please, note that in case of starting preparation for an exam from the point of selecting repertoire, there must be a minimum period of 16 lessons given towards an exam preparation.

Application: The teacher will advise which term to enter, what repertoire to submit, remind important dead-lines, but the student is responsible for submitting application and payment.

STUDY MATERIALS/BOOKS/RESOURCES

All printed study resources in use must be approved by the teacher; however, the teacher is not responsible for purchasing music books for students.

PUBLIC PERFORMANCES

Opportunities: each student will be given an opportunity to perform during the monthly studio- classes/mini-concerts for a private audience of academy students and family members. Students, demonstrating a reasonable level of preparation and artistry as determined by the teacher will be selected to perform on the end of semester showcase recital taking place on one of the public stages in Hong Kong and open to public audience. Students with exceptional achievements will be advised to perform at the public concerts and festivals and enter local and international competitions.

Repertoire and public performances policy: enrolled students must give an advanced notice to the teacher in the event of all public performances or music competition prior to agreeing to participate. Our teachers are responsible for students' progress and success, and will provide the student with strategic advice, appropriate repertoire, and technical, musical and psychological preparation to encourage the best result. Entering open competitions without teacher's approval is strictly prohibited.

PRIVACY

Videotaping lessons: music lessons can be videotaped with the approval of the teacher ONLY but cannot be displayed on social media platforms or internet sights.

Publicity and under-age privacy protection: The Academy maintains all rights to present selected photos, videos, and statistics materials on the academy's official website www.russiansound-piano.com, Facebook page, Hong Kong local news, and advertisements. In order to protect students' privacy, full names of students will not be posted on the same report with the media sources such as photos and videos without the consent of the student and legal guardians for those under the age of 16. (Where applicable, please give a written note to the teacher if you wish to keep the name and photo of your child completely private).