



## Policy

(August 1st/2019 - August 1<sup>st</sup>/2020)

## SCHEDULE

The academic calendar is based primarily on 2 semesters per year with an annual concert at the end of each semester ( approximately first 2-3 weeks of December and June).

**Spring semester:** mid-January – mid-June (lessons follow pre-arranged schedule)

**Fall semester:** mid-August – mid-December (lessons follow pre-arranged schedule)

**Holiday terms** – between semesters students may continue studying on a **flexible** time table.

A late semester start is possible with the agreement of the teacher. A late semester start may reduce the number of excused absences.

Lessons can be taken on once a week, twice-a week, or bi-weekly schedule (only students above ABRSM grade 8 are eligible for bi-weekly lessons).

Short term lessons (2-3 appointments) or one-time master-classes can also be arranged; however, these lessons may be charged at a higher fee rate.

## TUITION

**What is included:** one-on-one lessons, limited printed study-sheets or music pieces chosen by the teacher, opportunity to participate in monthly studio-classes meetings free of charge, one free ticket for the end of semester showcase concert.

**Payment method:** tuition should be paid for a complete month of study in accordance to the emailed invoice issued by the Russian Sound Music Academy no later than the date listed on the invoice (normally around 15<sup>th</sup> calendar day of each month). Preferred payment methods: cheque payable to the **Russian Sound Music Academy**, online bank transfer to HSBC account listed on the invoice, FPS payment linked to the email or phone number listed on the invoice, direct cash deposit or ATM transfer to the account (in the case of ATM transfer or cash deposit, paper or digital copy of pay slip should be provided). For credit card and PayPal payments, 3,59% of the total amount will be added in order to cover bank fees. Each payment will be confirmed with a receipt.

**Please, refer to the scale of charges listed at the website and on the registration form.**

Families with more than one child enrolled (siblings) may be granted a 5% discount in accordance to certain teachers' scale of charges.

In the case of lessons twice a week and in the case that the teacher is unavailable due to scheduling, the second lesson per week may be taught by a qualified assistant with the agreement of the student. **All substitute lessons must be pre-approved by the main teacher.**

Only beginning students grade 1 and below are allowed to register for 30min lessons.

#### **MISSED LESSONS AND MAKE-UP LESSONS** (does NOT apply to **Holiday Terms**)

**Excused absences with no penalty and no make-up lesson:** 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 day. Refunds will be deducted from the following month bill or made by FPS transfer back to the customer.

Cancellation on a day of lesson may be not refunded.

**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.**

**Make-up lessons:** only 2 make-up lessons will be given per semester for classes missed by the student in addition to excused absences. These lessons must be scheduled within 2 weeks after the date of the missed lesson.

**Penalty:** lessons cancelled with less than 24hrs notice may be 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.

**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:** application to register for an exam must be submitted by the student's party. 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. Besides a selected number of music books discussed with the teacher, every student should purchase RSMA Student Book (\$25 HKD) which is designed exclusively for the use of students at the Russian Sound Music Academy and aims to keep clear records of each lesson, student's progress, important dead-lines and announcements, and provide a summary of important information on music theory, history, aural part, scales, fingers exercises and any others.

## 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](http://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).