

RULES AND REGULATIONS

1. Students must be regular in attending classes, observe Punctuality, and invest time on practice and preparation.
2. Non-attendance for three consecutive weeks without prior notice will be taken as disinterest in continuing lessons.
3. Any class missed by the student, by his own will, will not be compensated by the teacher. However, any class missed by the teacher will be made up during the month or within four weeks.
4. Students will be encouraged to prepare and appear for International Graded Music examinations.
5. Theory and general music appreciation are equally important. Opportunities given should not be missed.
6. Discipline should be observed at all times. Mobile phones must be kept in Silent mode during class.
7. The general scheme is 4 Classes per month. 45min each class.
8. Students should possess their own instruments and bring them for practice every class. [However One Piano per session will be available for Students who registered for Special Coaching in Piano]

RULES REGARDING TUTION CONTRIBUTION

1. Each aspiring student should fill up a form and pay **Rs 2000 as the Annual (June -May) Registration Charges** to the Church. He/She will be assigned to the respective teacher on FCFS basis.
2. Tution Fee will be collected before the starting of every month, and therefore it must be paid directly to the teacher, at the end of 4 classes for the next month/ set of 4 classes.
3. The Fee is Rs 1600 only for 4 classes of 45 minutes each for group classes. There can be maximum of 6 students in a class.
4. **Those who prefer special attention need to pay Rs 2000 for 4 classes.** The classes will have no more than two students per class.
5. A record sheet for each class taken and fee paid has to be maintained by the teacher. It will be signed by both Teacher and the Student/Ward at every class and when fee paid.
6. Classes will not be taken if the student fails to pay the fees in advance.
7. In case of any complaints/suggestions, please SMS 9243422377. The decision of the Pastorate Committee will be final.