



# *Lynne Oliver Music Studios*

Piano ♦ Theory ♦ Woodwinds

## MAKE-UP LESSON POLICY

1. Once a lesson is paid for, it is expected that that lesson will take place.
2. Endeavour to be available for **every** lesson. If the regular lesson time poses a problem, contact your teacher to find a time that is more suitable.
3. Give as much notice as possible when cancelling a lesson. Email 24 hours prior to lesson; call or text if closer to lesson time.
4. It is the **YOUR** responsibility to arrange a make-up lesson. Please phone your teacher.
5. A forgotten lesson is forfeit.
6. The make-up surcharge is now no longer charged.
7. All make-up lessons will be given online.
8. There is no limit to the number of make-up lessons in any year (September to June). If a make-up lesson cannot be scheduled during the school year, cancelled lessons will be made up during the summer months (July/August).
9. Make-up lessons cannot be carried forward to the next school year.
10. Regularly scheduled lessons cannot be used as make-up lessons.