

Client Briefing Sheet

- Minimum 24hr notice needs to be given for lesson cancellations, otherwise lessons will be charged as per conducted at the pre-agreed day and time.
- Tuition fees should be paid at the last lesson of the month or earlier.
- The agreed tuition frequency and hours for the month are to be adhered to. Any changes should be subject to mutual approval, 2 weeks in advance of the change.
- Tuition hours and frequency within the first month of lessons cannot be reduced. Should they be reduced, the original monthly fee is still chargeable to you.

In return for your understanding, you have my full commitment to the academic improvement of your child.