



F O U R N O T E S

Terms & Conditions

General Information:

- Four Notes Music Training Centre operates for 3 terms within an academic year in line with schools but also remains open during the school holidays offering lessons, workshops, and camps.

Four Notes open hours are:

Monday - Friday 9am – 9pm
Saturday - Sunday 10am - 7pm

- For enquiries, cancellations and registration please call the Four Notes Reception at 02 626 0381

Rules and regulations:

- To arrive ready to start each lesson on time. (If you think you might be late, please call to let us know)
 - To pay fees in advance before lessons begin each term.
- To engage in regular practice habits (the lessons lose their effect and importance without regular and frequent practicing)
- To regularly check the website and email correspondence for updates and upcoming events.
- No form of aggression by parents or students towards Four Notes staff will be tolerated. Student's enrollment at Four Notes will be subject to cancellation if this occurs and a refund will not be offered.
- We are not able to carry forward lessons from one term to another or make adjustment in the fee for lessons cancelled/missed.
 - If you have to cancel a lesson for any reason (maximum of 2 lessons per term), please call the Four Notes reception. If the timetable allows, we will endeavor to arrange another time for you provided we are informed no less than 24 hours in advance.
- If we cancel a lesson for any reason, the specialist will make-up that lesson on a time and day that suits both parties.
- If you have a question, comment, or concern about the lesson or teacher in regard to goals, preparation, progress or practice; please contact the specialist either by speaking to them at the end of a lesson or by sending an email to our admin staff. Specialists will respond to written correspondence within 48 hours during the working week and the email will be forwarded to you.



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Fees/Refunds/Exchanges

- The Registration fee is non-refundable.
- Lesson and Registration Fees are due in advance before lessons begin each term. This ensures your timeslot with your specialist is secured/booked. Fees for the 1st term of the new Academic Year will be collected before 15th of July.

Make-up Lessons

- We are conscious of your busy family schedules, special occasions etc. and we will endeavor to accommodate your situation. If the timetable allows, we will offer 2 make-up lessons during a term if you cancel a lesson at least 24 hours in advance. All specialists have a full timetable, therefore it will not always be possible to reschedule lessons. However, we will try to find an alternative time for you if possible.
- If we cancel a lesson for any reason, the specialist will make-up that lesson on a time and day that suits both parties.
 - If you cancel your scheduled make-up lesson for any reason the lesson will be forfeited and will not be rescheduled.
- Four Notes management reserves the right to change the designated instructor in the event that the current instructor becomes unavailable due to unforeseen circumstances, or any other reason deemed necessary by Four Notes management. Such changes will be communicated to the concerned parties in a timely manner, and every effort will be made to ensure continuity and quality of instruction.
 - Make up lessons can either be arranged and scheduled on a different day or arranged as an extension of the regular lessons upon the agreement with the teacher.