

Rowans Group

incorporating Rowans Music and Rowans Scientific Publications



Name
Address

[Current Date]

PostCode

Dear [Title, Name]

Thank you for selecting me to be your child's Piano teacher. I would like to ask that you read this letter as it contains some of my terms and conditions, along with the enclosed Contract for full terms and conditions, and sign both copies of the Contract and return them to me at the first lesson.

Fees are £[price] per week, and your lessons will be on [Date and Time] at your home. Fees are payable on the first lesson of each month. Bills for each month are usually given out the week before payment is due. Cheques should be made out to '**Rowans Group**' or '**Steven Levitt**'. It is easier and cheaper for me if payments are made by Electronic Funds Transfer (Internet Banking) or by Standing Order, as the bank charges me 75p for paying in cheques, which I have to pass on to you, whereas electronic banking is free! If you opt to pay by Standing Order, I send out one invoice at the beginning of the year, for the whole year, with the payments spread equally over 12 months (adjusted pro rata if you start later than September). Invoices for music, exam fees etc will be sent out as and when required, and will be separate from the monthly Standing Order.

Lessons: Lessons will be timed for 30 minutes from the time that your lesson is due to start. I will have to keep strictly to time, as I have other students to teach. There will obviously be a small amount of change over time, but I need to keep this to a minimum.

Music: You will need to obtain the music I suggest, from any of the music shops in Cambridge. Occasionally I might be able to get it for you, if I am visiting one of the shops, but I am not able to make regular visits to buy music for clients. Unless you already have some music, I use the **John Thompson Easiest Piano Course Part 1**.

Examinations: I enter pupils for examination with the Associated Board of the Royal Schools of Music, when I consider them to be ready and they wish to take examinations. I expect scales to be fluent and aural tests to be understood at the beginning of the term the examination is to be undertaken so that the final term can be spent concentrating on polishing the pieces.

The new academic year starts on Monday 5th September 2011. The Autumn term ends on Friday 16th December with half term from Saturday 22nd to Sunday 30th October. I generally teach only during term times, although where a term begins or ends midweek, I may start my term on the Monday or finish on the Friday. I am only available for teaching Monday – Friday usually after school, but I am also available occasionally during school hours. I usually teach on Bank Holidays that fall outside school holidays, unless I inform you otherwise. I will be teaching on Monday 7th May 2012.

New students commence lessons on a half term trial basis, at the end of which, by mutual agreement, we will either continue, or end the contract. After that time, condition 4 of the terms of the contract will apply.

Yours sincerely

Steven Levitt