



JOSEPHINE KOH MUSIC STUDIO

General Guidelines

Lessons & Fees

- 1) Payment of Fees:
Fees are to be paid in advance, before the 10th of each calendar month.
Fees are payable for 4 lessons in a month.
* *5th weeks*: No lesson will be conducted on the 5th week (non-chargeable).
* *Deposit*: Upon registration, one month refundable deposit and registration fees of S\$40 is payable to the studio.
- 2) JKMS Holidays (Chargeable):
* *Public Holidays*: There will be no replacement classes for official public holidays.
There will be 3 lessons if there are 2 public holidays in the same month. In the event that there are more public holidays on a particular day in the academic year, the studio will make provision for replacement lessons to be conducted.
* *Term Holidays*: The studio will be closed for 1 week during Chinese New Year and 15th Dec to 2nd Jan during the Christmas Seasons.
- 3) Duration of Lessons:
Practical lessons are conducted for 45 minutes (Grade 1-4) or 1 hour (Grade 6-8 and diploma levels) while group theory lessons for Grade 6-8 are conducted for 1 hour.
All practical students will attend **42-44 lessons** in a full calendar year.
- 4) Change of Schedule:
Request for change of lesson times must be substantiated with good reasons. One week notice is required and cancellation of lessons due to school exams, overseas trips and personal holidays are chargeable.
- 5) Reservation during Absence:
Half the fees are chargeable for absence of 1 to 2 months. In cases of longer period of absence, the student's lessons will be considered as terminated. The studio will consider such cases for re-enrollment and re-registration.
- 6) Notice of Termination
At least one month notice is required for termination of lessons. The initial deposit will thereafter be refunded.

Expectation of Students at JKMS

All students are expected to uphold the pride and reputation of the studio. Diligence and commitment towards their musical studies are essential qualities expected from the time of the audition. All deserving students with the aptitude and interest to learn will be given a place in the studio. However, the studio will take necessary action students who do not take their lessons seriously.

Students who signed up for the music examinations will be prepared accordingly. However, the studio had the right to withdraw students who miss lessons regularly or have not put in sufficient effort towards preparation of these exams.