

## Calendar

SEMESTER 1	SEPTEMBER						
	M	T	W	T	F	S	S
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	OCTOBER						
	M	T	W	T	F	S	S
	29	30	1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
NOVEMBER							
M	T	W	T	F	S	S	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
DECEMBER							
M	T	W	T	F	S	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
JANUARY							
M	T	W	T	F	S	S	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
SEMESTER 2	FEBRUARY						
	M	T	W	T	F	S	S
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	1
	MARCH						
	M	T	W	T	F	S	S
	2	3	4	5	6	7	8
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
APRIL							
M	T	W	T	F	S	S	
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
MAY							
M	T	W	T	F	S	S	
27	28	29	30	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
JUNE							
M	T	W	T	F	S	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

Studio Break

Multi-Age Workshops

Concert (TBC)



## Tuition Fees

- There is an annual registration fee of €80 payable at registration. This fee goes towards the cost of materials for the year and reserves your spot in the schedule.
- Semester payments include a 5% discount. This has already been applied to the rates below.
- 30-minute solo lessons are for adult students only.
- Monday and Saturday students are scheduled for slightly longer lessons (35/50/70 minutes) to account for the 3 bank holiday weekends in February, May and June while keeping their fees the same.

AT THE STUDIO			
Buddy Lessons			
	60 mins	70 mins	
Semesterly	€761	€907	
Monthly	€178	€212	
Beginner Group Classes			
	Mini Musicians 40 mins	Piano Launchpad 60 mins	
Semesterly	€304	€496	
Monthly	€71	€116	
Solo Lessons			
	30 mins*	45 mins	60 mins
Semesterly	€462	€659	€877
Monthly	€108	€154	€205

AT HOME			
First Student			
	30 mins*	45 mins	60 mins
Semesterly	€621	€817	€1035
Monthly	€146	€192	€243
Additional Students			
	30 mins*	45 mins	60 mins
Semesterly	€462	€659	€877
Monthly	€108	€154	€205



## Studio Policies

These simple guidelines are what keep the Colourful Keys Piano Studio running smoothly and effectively, and ensure that all students receive the equal attention they deserve.

### Semester Payments

- There are two semesters: September to January and February to June.
- Payments are due by bank transfer *before* the start of the semester. Late payments will incur a 10% late fee.
- There is an €80 registration fee payable when registering. This holds your spot in the studio and goes towards the cost of materials and books throughout the year.
- Fees cover the cost of tuition, studio events and all materials, including books. Optional events (such as competitions, festivals and exams) will be paid for by the student/parent.

### Monthly Payments

- The monthly payment amount is divided evenly between the 9 months from September to May inclusive. The tuition fee is the same whether there are 5 or 2 scheduled lessons in a given month.
- Payments are due by bank transfer *before* the start of each month. Late payments will incur a 10% late fee.
- There is a €80 registration fee payable when registering. This holds your spot in the studio and goes towards the cost of materials and books throughout the year.
- Fees cover the cost of tuition, studio events and all materials, including books. Optional events (such as competitions, festivals and exams) will be paid for by the student/parent.

### Schedule

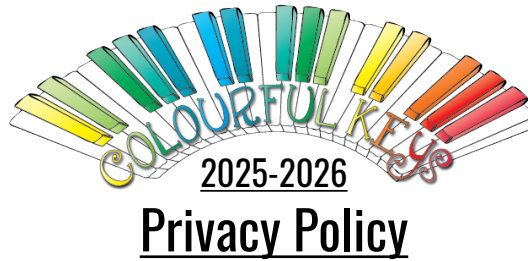
- Lessons are scheduled at a mutually agreed time when the student begins lessons, and at the beginning of each academic year thereafter. If a student/parent wishes to change their lesson time mid-year this can be discussed on a case-by-case basis, however, this is subject to availability and cannot be guaranteed.
- Children in primary school who are enrolled in buddy or solo lessons can participate in 2 concerts and up to 7 Piano Parties per year. There is no extra fee for these but registration is required.
- Students in 6th class and above are invited to attend Jam Band every week.

### Missed Lessons

- If a student will be missing their lesson for any reason they should inform me by text or email with as much notice as possible. If they wish, we can then organise a video or online lesson.
- There are two teacher absences accounted for in the tuition. This time off will be taken at the teacher's discretion. If for any reason the teacher has to cancel more than two lessons in the year, they will offer a make-up lesson at a different time, or if a suitable time can not be arranged, we will credit the fee.
- In the case of inclement weather or other unpredictable issues that arise, lessons will be done online.

### Punctuality

- In the case of lessons at the studio, if a student is late this simply takes time out of the lesson, i.e. the lesson will start when the student arrives and will still finish at the usual time.
- If the lesson is in the student's home and the student is not there at the arranged time, the teacher will wait outside the house for 5 minutes. If the student arrives within this time the lesson will proceed as normal, and will still finish at the scheduled time.



## 1. HOW WE USE YOUR PERSONAL DATA

We are committed to protecting your personal data.

The only data we collect from you is as submitted by you on the form overleaf.

We will use your non-sensitive personal data to (i) register you as a new client, (ii) manage payment, (iii) collect and recover monies owed to us (iv) to manage our relationship with you, (v) send you details of our goods and services.

Our legal grounds for processing your data are in relation to points (i) to (iv) above are for performance of a contract with you and in relation to (iii) and (v) above, necessary for our legitimate interests to develop our products/services and grow our business and to recover monies owed.

We will not share your details with third parties for marketing purposes except with your express consent.

## 2. DATA SECURITY

We have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator where we are legally required to do so.

In certain circumstances you can ask us to delete your data. See the section entitled 'your rights' below for more information.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## 3. DATA RETENTION

We will only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements so for example we need to keep certain information about you for 6 years after you cease to be a client for tax purposes.

You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 6 below.

## 4. YOUR RIGHTS

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at: <https://www.dataprotection.ie/docs/A-guide-to-your-rights-Plain-English-Version/r/858.htm>

## 5. KEEPING YOUR DATA UP TO DATE

We have a duty to keep your personal data up to date and accurate so you will need to submit a new form each year with up-to-date data.

If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the addresses set out in section 6 above.

## 6. COMPLAINTS

If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Data Protection Commissioner (DPC), the Irish supervisory authority for data protection issues ([www.dataprotection.ie](http://www.dataprotection.ie)). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

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