

Hiro Music School Lesson Rules

Trial Lesson, Admission, Withdrawal, and Suspension of Membership

【About trial lessons】

1 The first trial lesson is free (except for the one-lesson system and expert courses). After the trial lesson, we will reserve the same time slot for the following. Please contact the office by noon the day before this lesson slot to let us know if you are interested in joining.

You will receive an "Application for Membership" and "Account Transfer Form" at the time of the trial lesson.

【About enrollment】

1 The enrollment fee is 5,500 yen. The enrollment fee is free for other family members of those enrolled in our class or graduates of the Early Childhood Eurhythmic class. If two or more family members or friends enroll at the same time, the enrollment fee is free for all.

2 After the trial lesson, please complete the enrollment procedures before the first lesson. The enrollment fee and the first monthly fee can be collected in cash or by cashless payment.

Please pay the admission fee and the first monthly fee at the next lesson. For Numabukuro School, there is no administrative staff on duty, so please submit the documents at the first lesson and pay the admission fee and the first monthly fee at the next lesson.

【About-extended absence】

1 Students may take a leave of absence in the case of injury, illness, extended travel, or entrance examinations. Please submit a leave of absence form by the last day of the month prior to the month in which you wish to take a leave of absence.

You can continue to take the same class after resuming by paying the suspension fee. The suspension fee varies depending on the course, but it is the cost of one lesson plus 180 yen for the facilities.

For example, if you wish to suspend your membership from April 1, please complete the suspension procedure by the end of March.

In the case of a 30-minute private piano lesson course, the fee for one lesson is 2,550 yen plus a facility fee of 180 yen, for a total of 2,730 yen.

【About Withdrawal】

1 If you wish to withdraw from the membership, please submit the withdrawal form by the last day of the second month before the month of withdrawal.

Example: If you wish to cancel your membership on March 31, please complete the cancellation procedure by the end of February.

2 You cannot withdraw from the class if you have unpaid monthly fees.

About the Lesson

1 The instructor will provide you with a calendar of class dates. (Classes may be held even on Japanese holidays.)

2 The number of lessons per year is 42 for the regular course. However, in the event of a life-threatening disaster such as an earthquake, typhoon, or heavy snowfall, the school will be closed and no replacement lessons will be available.

3. If either the teacher or the student wants to change the lesson day or time, the lesson day or time can be changed as long as both parties agree to the change. If the student wants to change the day of the week, and there is a difference in the number of lessons between the days of the week

Please note that we may not be able to make adjustments. If there are any changes, you need to submit a "Notification of Changes" by the end of the previous month.

If you are unable to come to the office, you can also take lessons online. (Online and face-to-face lessons can be changed for each lesson.)

5 Please come to the classroom before the lesson time and wait in the entrance hall on the first floor. Please check the bulletin board for your instructor's room number and come directly to the lesson room at the lesson time. If the previous lesson is running long, please wait quietly in the lesson room. If the teacher is late, the full lesson will be held.

(If a student is late for a lesson, we will not be able to extend the time.)

6 The length of the lesson includes the time for switching students. For individual consultations that require more time, please contact the instructor by email or phone at a later date.

Please talk to us directly.

7 If you need to miss a lesson, please make sure to contact your teacher's cell phone or email before the lesson starts. Cell phone might be on voicemail so please be sure to leave a voice mail message if the teacher does not answer. If you call our school outside of our office hours, you may not get through to us.

8 Lessons cannot be rescheduled if students are absent for any reason.

However, for Saturday lessons only, we will consider changing the lesson time on the same day due to many school events. Please make sure to consult with the instructor before one lesson in advance. (If you are unable to make the lesson with the options provided by the instructor, we will not be able to offer a replacement lesson.)

9 If a class is cancelled due to circumstances beyond the instructor's control, a substitute lesson will be given. (In some cases, a substitute lesson will be given by a teacher other than the instructor in charge.)

10 If your student is very young, we recommend that parents observe the lesson. We also offer a service to record the lesson (1,100 yen/month). This helps you review the lesson at home.

11 The instructor in charge of the lesson may change depending on circumstances.

About Group Lesson Courses

1 Lessons will be held for two or more people (30 minutes) or three people (40 minutes). If there is only one student in a class after it has started, we may ask you to change the time so that you can take a lesson with another class. If there is only one student in a class during the school year, the class may be moved to a private lesson or a 20-minute lesson. If there is no member available due to a vacation, the lesson will be 20 minutes for one person or 30 minutes for two people.

If there is no one who wants to take a group lesson after waiting for 3 months, the lesson will be changed to a private lesson.

2 The "Suginami Ward Childcare Support Ticket" can be used for group lesson courses and can be used throughout the year without any limitation

(Due to the special measures to prevent the spread of the new coronavirus in FY2021, the limitation of use will be lifted.)

Before the start of the last lesson of each month, please pay the exact amount of the monthly fee for the following month in the monthly fee envelop the classroom.

(Including childcare support coupons, which are collected in cash.)

About the Twice a Month Course, On-site Lesson Course, One Lesson, and Expert Course

- 1 The Twice a Month Course and the On-Site Lesson Course are time-limited courses. Lessons will be held before or after the regular weekly lesson start time of the instructor in charge.
(You may be asked to change the lesson time if the teacher's regular lesson time changes.)
- 2 For the twice a month course, lessons are held on any day of the week as long as the instructor is at work.
(The schedule for the following month will be decided after consultation at the end of the previous month. You can reschedule a lesson only if you contact the teacher directly by 9:00 p.m. on the day before the lesson. (Only one lesson per month can be carried over to the next month.)
- 3 At home lesson course is intended for students and siblings who are too small to attend classes, or those who are too sick to attend classes. Once your health recovers or your siblings are older, we recommend that you take lessons in a classroom.
- 4 For those who aim to take entrance exams for music schools (including secondary courses), auditions, and competitions in the future, we offer a one-lesson system and There is an Expert Course. If you wish to take this course, please refer to the One Lesson System and Expert Course Rules.

About the Recital

- 1 We hold a recital once a year. Participation is voluntary. Participation fee for the recital is paid separately.
(In fiscal 2020, the participation fee was between 8,640 yen and 14,040 yen.)

Monthly Fee and Facility Fee

- 1 The monthly fee for our school is payable in advance.
- 2 The amount will be deducted from your bank account on the 26th of every month (or the next business day if the bank is closed).
At the time of enrollment, please fill out and submit the account transfer application form with your seal.
For the period until the start of direct debit, cash collection or cashless payment will be accepted.
For group lessons, please pay in cash with your monthly fee envelop.
- 3 The monthly fee is due every month. Please think of it as the total amount for the number of lessons per year, divided into 12 installments.
For a course of 42 lessons per year, the lessons may not necessarily be 4 times per month, but 2, 3, or even 5 times per month.
- 4 The monthly fee includes a facility fee of 180 yen.
- 5 If there are any materials purchased and given by the instructor, the instructor will charge you in cash.
- 6 For those who wish to take intensive lessons during long vacations or before competitions or recitals, additional lessons can be arranged by paying for one lesson of each course.

Please send your student's name, enrolled class (day and time), home phone number, parent's cell phone number, and PC/cell phone address to each teacher's cell phone address and classroom address (contact@hiro-ms.com) for the purpose of sending an emergency simultaneous email.

Please check your junk mail in case our email are not blocked.

Effective date of this agreement April 1, 2021 - March 31, 2022

Hiro Music School

TEL & FAX 03-6804-0807

contact@hiro-ms.com