

Panaga Music Society - Music Lessons – Rules and Regulations

Location, time and attendance

- Lessons are open to all club members.
- Lessons are scheduled from Monday to Saturday, in the Music Room, Jam Factory or Main Hall of Panaga Club.
- Lessons will be given on an individual basis.
- Students should arrive on time and lessons are conducted within the allocated time slot.
- No payment is required for long leave or planned absences; however old schedules may or may not be retained depending on the availability of the slot. Students who take long leave (3 weeks or more) cannot be assured of their usual schedule of lessons upon their return.

Absence and cancellation

- No lessons will be given on the following **public holidays**:
National Day, HM The Sultan's Birthday, Hari Raya, Christmas Day and Chinese New Year. Otherwise lessons will continue over school holidays and BSP holidays.
- Notification of **planned annual leave, long absence of at least 2 weeks, and termination of lessons** must be made at least **1 month ahead**.
- All absence and termination of lessons must be submitted to the teacher **in writing** on prescribed form; available in the music room or from Panaga Club office.
- In cases of **isolated absence**, a make-up lesson will be arranged provided a notice of **at least 2 days** before the planned absence date is given. Otherwise the lesson is forfeited and charged.
- Monthly fees are **non-refundable** and **non-transferable**.
- Cancelled lessons on teachers' part, the PMS designated public holidays and notified long absence/annual leave (of at least one month ahead) will not be charged.
- For any absence/make-up lessons, please contact Swan Music directly.

Payment

- Fees will be **charged in advance by direct debit from your club account on the 1st day of the month**. You are advised to submit your resignation / absence forms by the end of the month.
- The purchase of music books, photocopied sheets and other materials on Panaga Club premises must be paid by chit.

PMS Lesson Coordinator: Jeanine Klinkenberg

Phone: 875 1974 or e-mail: jeklinkenberg@gmail.com

Panaga Club Music Lesson Room: 337 5054

Swan Music: Phone/Fax: 333 4352 or e-mail: swanmuzik@brunet.bn