

18 June 2025

Dear Parents/Guardians,

Music Programme Payment & Withdrawal Information

We hope this email finds you well. First and foremost, we want to extend a sincere **thank you to all parents who have promptly made their music tuition payments online**. Your efficiency helps us in ensuring the smooth running of the programme.

Outstanding Payments Reminder

For those whose payments are still outstanding, please ensure they are settled as soon as possible. As previously communicated, we will unfortunately have to remove children from lessons if payments are not received by the due date. We understand that sometimes things can be overlooked, so please take a moment to check your payment status. If you have any questions or require assistance, please don't hesitate to contact us.

Music Tuition Programme Withdrawal Policy

We also want to remind all parents about our withdrawal policy for the Music Tuition Programme:

Students may **only withdraw from the Music Tuition Programme at the end of Term 2**.

Please note our withdrawal policy: Students who withdraw after Term 2 will be required to complete the full 30 weeks of lessons or forfeit their fees. No refunds will be issued for withdrawals made after Term 2. This policy helps maintain consistency in our program and supports our tutors in their annual planning.

To ensure I can send out the new Term 3 timetable before the school holidays, please let me know your intentions by **Friday, June 20th**. Your prompt response and cooperation are greatly appreciated, as is your dedication to your child's musical education.

Sincerely,

Ngā mihi,

Karen Liu

Itinerant Music Programme Coordinator