



**APEX
MUSIC**

2022 HANDBOOK

Contact details for Matt and Mindy

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2022 STUDENT HANDBOOK

INTRODUCTION

Welcome, we're glad you've decided to take up guitar tuition with us! Rest assured that no matter your age or experience level, our dedicated teacher, Matt Pex, will work with you and tailor your lessons to your specific needs, desires and pace.

Previous experience is not required to take lessons, all you need is just a willingness to learn and have fun. You will learn the skills you need to become a competent musician and achieve your musical goals.

LESSON OPTIONS

Face-to-face Lessons – provide the most effective environment for learning guitar. These lessons are attended in person at our home studio and are scheduled as weekly 30-, 45- or 60-minute sessions.

Online Lessons – If you are not close to our Central Coast tutoring centre or just prefer to do tutoring from home, we can provide our service online via video conferencing. We offer the same services and pricing for online tutoring as in-person tutoring.

For online lessons you need the following free software downloaded and installed:

ZOOM: <https://www.zoom.us/>

Microsoft OneNote: <https://www.onenote.com/download>

Certificate Course – Are you serious about getting results on your instrument? The Certificate Course through AMEB might be just what you're looking for! Work towards clearly defined goals and progress through assessments at each level on the way to completing your certificate.

Lesson Times – Lesson times are

Monday:	2:00pm to 8:45pm
Tuesday:	2:00pm to 8:45pm
Wednesday:	9:00am to 8:45pm
Thursday:	2:00pm to 8:45pm
Friday:	2:00pm to 6:30pm
Saturday:	By special appointment only
Sunday:	Not available

***NB:** Times outside our normal business hours may be available on request but will have an additional \$5 fee.*

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LESSON RATES AS OF JANUARY 31 2022

- Payment must be paid in full before each lesson per week.
- Lessons can be paid in advanced weekly, fortnightly, monthly, or by the term (10 weeks).
- There is no extra cost by choosing to pay weekly.
- For each week a student is behind with payment a \$10 penalty will be issued unless a payment plan has been arranged.
- Payments reserve session time with the teacher.
- If taking time off, you can reserve your spot for \$10 a week (capped at \$40).
- You may only reserve your spot for a total of 1 month without attending lessons.

Type	Cost	Notes
First Lesson	\$0	The first lesson is always free. This applies to all instruments and all services.
30-min per week	\$30	Perfect for younger students and beginners.
45-min per week	\$40	Required for HSC, AMEB, and Uni subjects. Highly recommended for advanced students and theory subjects.
60-min per week	\$50	A great option for those looking to advance more quickly. Can be divided into two 30-min sessions per week. Can be shared between family members.
45-min Group Lesson per week	\$20 per student	Group sessions run for 45 minutes. For groups of up to 3 students. Perfect for beginners of similar skill level and families.
30-min Pension per week	\$25	Our special rate for people on the NDIS programme and other approved pensions.
Casual 30-min 45-min 60-min	\$40 \$50 \$60	Perfect for those who can't attend on an ongoing weekly basis or want to book lessons during non-standard operation times

We are a Creative Kids registered provider, apply at:

www.service.nsw.gov.au/creative-kids

to claim your \$100 voucher!



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CERTIFICATE COURSES

AMEB Certificate Courses: AMEB is a great way to get graded playing the Guitar or Bass – the curriculum is fun, challenging, and very rewarding and is a pathway to many abilities some consider to be unnatural!

AMEB NSW Website: <https://www.ameb.nsw.edu.au/>

Enrolments will open on March 26th, however exam dates for 2022 are TBC

DATES THAT LESSONS OPERATE

We try to closely follow the school calendar; however, we do have our own set dates that lessons are available!

Period	Start	Finish
Term 1	January 31 (Mon)	April 8 (Fri)
Term 2	April 25 (Mon)	July 1 (Fri)
Term 3	July 18 (Mon)	September 23 (Fri)
Term 4	October 10 (Mon)	December 16 (Fri)

These are our typical operation periods; however, we do run programs during school holidays and are more than happy to schedule makeup lessons and other additional lessons during these periods

SCHEDULED BREAKS

	Start	Finish	Length
Op Break 1	April 9 (Sat)	April 24 (Sun)	15 Days
Op Break 2	July 2 (Sat)	July 17 (Sun)	15 Days
Op Break 3	September 24 (Sat)	October 9 (Sun)	15 Days
Op Break 4	December 17 (Sat)	December 31 (Sun)	14 Days

We are open for most public holidays but attendance is optional.

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PAYMENT OPTIONS

We accept Cash, Credit, Debit, Direct Deposit, and PayPal

When making Direct Deposits please use your reference number and/or the students full name, as this will allow me to easily identify your payments.

Our bank details are:

Name: Matthew Pex

Bank: ANZ

BSB 012 477

ACC 221 558 446

POLICIES

For all Clients

- I. Payment is for reserving time with the teacher.
- II. Payment must be made in full within one week of attending the lesson.
- III. A \$10 penalty will be issued for each lesson attended before full payment was made.
- IV. If a student's fees remain outstanding for more than two consecutive weeks, I (the tutor) reserve the right to refuse further appointments and services to you.
- V. I (the operator) reserve the right to start debt collection measures for outstanding amounts.
- VI. I (the tutor) take no responsibility for you (the client's) bank transfers and your invoice will remain outstanding until payments are received into the designated account.
- VII. A client may cancel their appointment with the following conditions applied:
 - a. With a minimum of 6-hours notice, you may reschedule your appointment to another day and time.
 - b. With a minimum of 24-hours notice you may cancel your appointment for that week
 - c. Each client is allowed one uncharged cancelation per term, all other cancelations must be attended as a rescheduled appointment.
 - d. I reserve the right to make an exception to this policy for emergency or exceptional circumstances. Such exceptions are solely up to my discretion.
- VIII. If you (the client) arrive to your scheduled appointment late, you must still pay for the length of the original appointment without extending the ending time of the original appointment.
- IX. If you (the client) cancel your scheduled appointment with less than 6-hours notice or otherwise do not attend your scheduled appointment, you must pay for the full length of the appointment at the agreed upon rate.

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- X. The above policies do not apply to appointments cancelled by me (the tutor). Such cancellations will be automatically issued a make-up lesson and a substantial effort will be made to schedule another day and time within 14 days of the original appointment. If I (the tutor) cannot supply, you with a rescheduled appointment your account will be credited.
- XI. This policy may change at any time with notice given to you (the client) within 7 days of the changes.
- XII. All lessons must be attended on consecutive weeks unless you chose to discontinue lessons in which your scheduled time will become forfeited and offered to other clients.
- XIII. Two weeks (10 business days) notice must be given before ending paid lessons.
- XIV. We do not issue refunds for change-of-mind or services rendered.
- XV. Casual lessons are not guaranteed the same lesson time each week and are subject to availability.

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ENROLMENT

Student's Surname:					
Student's Given Name(s):					
Preferred Pronoun:	<input type="checkbox"/> He/Him	<input type="checkbox"/> She/Her	<input type="checkbox"/> Other _____		
Student's D.O.B: (DD/MM/YY)		Age This Year:			
Allergies or medical issues:					
Instrument(s):	<input type="checkbox"/> Guitar	<input type="checkbox"/> Bass	<input type="checkbox"/> Ukulele		
Previous music experience: <i>(If yes, please describe)</i>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Experience level:	<input type="checkbox"/> New	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	
Can you read TAB?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you read Chord Boxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you read Sheet Music?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Lessons						
Attendance	<input type="checkbox"/> In Person			<input type="checkbox"/> Online		
Lesson type	<input type="checkbox"/> Pension (\$25pw)	<input type="checkbox"/> 30-min (\$30pw)	<input type="checkbox"/> 45-min (\$40pw)	<input type="checkbox"/> 60-min (\$50pw)	<input type="checkbox"/> Group (\$20pp)	<input type="checkbox"/> Casual
Payment Method	<input type="checkbox"/> Cash	<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Debit Card (+1.9%)	<input type="checkbox"/> Credit Card (+1.9%)	<input type="checkbox"/> PayPal (+3%)	

Payee's Full Name: <small>(if the student is under 18 years of age)</small>					
Contact Number:		Alternative Number:			
Email address:					
Billing address:					
Unit number:		Street number:		Street name:	
Suburb:				Postcode:	
You have read and agree to our terms and conditions of service					
Full Name:		Signature:		Date:	-- / -- / --

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TIME TABLE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		10:00am			By special request only	
		10:30am				
		11:00am				
		11:30am				
2:00pm	2:00pm	2:00pm	2:00pm	2:00pm		
2:30pm	2:30pm	2:30pm	2:30pm	2:30pm		
3:00pm	3:00pm	3:00pm	3:00pm	3:00pm		
3:30pm	3:30pm	3:30pm	3:30pm	3:30pm		
4:00pm	4:00pm	4:00pm	4:00pm	4:00pm		
4:30pm	4:30pm	4:30pm	4:30pm	4:30pm		
5:00pm	5:00pm	5:00pm	5:00pm	5:00pm		
5:30pm	5:30pm	5:30pm	5:30pm	5:30pm		
6:00pm				6:00pm		
	6:45pm	6:45pm	6:45pm			
	7:15pm	7:15pm	7:15pm			
	7:45pm	7:45pm	7:45pm			
8:00pm	8:15pm	8:15pm	8:15pm			
8:30pm						

My preferred times on Monday are: _____ to _____
My preferred times on Tuesday are: _____ to _____
My preferred times on Wednesday are: _____ to _____
My preferred times on Thursday are: _____ to _____
My preferred times on Friday are: _____ to _____