



**TRADING FROM:-**  
ROOM 2 ST. THOMAS' HALL  
ST. THOMAS' GREEN  
HAVERFORDWEST  
PEMBROKESHIRE  
SA61 1QX

20 BEECHLANDS PARK  
HAVERFORDWEST  
PEMBROKESHIRE  
SA61 1EN

## TERMS OF TRADING

The following information applies to **ALL** H.M.A. students.

Payment is required in **ADVANCE** by standing order on the fourth day of each month.

Payments are based on a commitment of **40** lessons in a **12** month period.  
This allows for twelve weeks off during the academic year for teachers holidays (see Academic Calendar).

The cost of the lesson (currently **£9.00**) is multiplied by **40**, then divided by **12** to give your **£30.00 monthly payment**.

**Please kindly note due to our extremely busy schedule and large number of pupils having lessons, missed weeks will only be rearranged if:**

- i) **You are ill and give notice of your intended non attendance**
- ii) **Your teacher is away for any reason** (excluding the official holidays as outlined above)

This may seem strict, but I'm sure you will appreciate how difficult it would be to rearrange every single lesson, for every person's needs.

If there is ever any chance that we can rearrange your lesson during the week you are going to miss (for example if we have a cancellation) **WE WILL ALWAYS TRY OUR VERY BEST TO FIT YOU IN.**

Non-payment as per terms of trade will result in a loss of regular lesson appointments.

A standing order form will be issued to you and we would be grateful if you could arrange for the payments to go out on the 4<sup>th</sup> day of each month. Please will you return the completed form to me by your first lesson.

If you have any questions regarding the above information, please do not hesitate to contact me.

Yours faithfully

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