

Comprehensive Classical Guitar Education Program with Music Theory by

Vanja Dijak MD, #107509 RCM Classical Guitar & Music Theory Teacher, accredited by Suzuki Association of the Americas - Comprehensive: for training in all Classical Guitar Units



Agreement and Policies

Updated: January 13, 2026.

1. PURPOSE:

This policy applies to all enrolled students with Comprehensive Classical Guitar Education Program and teacher.

Both, teacher and student will be compliant with this policy and they both interact as a “trusted partner”.

2. PAYMENT AND TUITION FEES, GROUP LESSONS AND REFERRALS:

The current tuition fees are posted on web-site:
[vanjadijak.wixsite.com/ classicguitar](http://vanjadijak.wixsite.com/classicguitar)

Rates are subject to change. One month written notice will be given if changes to rates will be made.

Materials Fee: An initial materials fee of \$25 is due at the time of registration. It covers the costs of photocopies and any other materials used during a lesson but not books.

The materials fee will be reassessed only as students need additional materials (typically annually).

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Payments are made on the first of the month for current month (e-Transfer or cash) for at least four (4) lessons.

If the payments are not being submitted regularly or repetitive being late, teacher holds the right to dismiss the student from the program.

Payments for the individual lesson are not accepted.

Group lessons fee: an extra 50% of the total for each additional student.

Referrals: if student enrolled in Comprehensive Classical Guitar Education Program recommends a new student, there will be 50% discount of the next lesson once the prospective student had had their lesson.

3. ATTENDANCE

- Once a student has committed to a specific number of lessons, the teacher reserves these times for the student. Students are expected to attend each lesson they have reserved with the teacher.
- Student is to attend one lesson per week or four (4) – five (5), depends of the month, monthly where one (1) lesson per month is reserved via Zoom: Video Conferencing/ MS Team to assess student current progress.
- For private lessons, if a student is aware of an upcoming absence – e.g. vacation – the student should inform the teacher at the time of registration.
- Students are encouraged to give as much notice as possible about missed lessons or sickness.
- No-show up (after 15') and missed lessons are considered to have been given and no refund will be provided.

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- **The student is allowed one missed lesson every 3 months** and the lesson will be credited however no make up lesson are guaranteed. Make up if offered will be held via Zoom/ MS Team. Lesson(s) missed due to teacher's illness or other professional obligation will be re-scheduled.
- The student will be responsible to pay for all subsequent lessons missed throughout the rest of the 3 months period, regardless of advanced notice or reason for the absence. Students may not carry over their unused "missed lesson allowance" into the new 3-month cycle. The 3- month cycles are October – December, January – March, April- June, July – September.
- Pre-planned vacation would normally been provided and two (4) weeks advanced notice is expected. Upon holidays student is responsible to contact the teacher to confirm continuation of the program. If student misses to contact the teacher after the vacation, teacher reserves the right to terminate lessons. The same time schedule will not be guaranteed as teacher has a right to schedule a new student.
- Teacher reserves the right to change student schedule.

4. TERMINATIONS:

- Teacher reserves the right to terminate lessons for non-compliance with this policy.
- Student may terminate lessons at any time provided four weeks' written notice via email/ text message and/or in person during the lesson time, ensuring a smooth transition for scheduling and teacher income.
- Paid lessons will continue to be conducted for a month after the termination notice has been given unless student chooses to forfeit any paid lesson.
- There will be no refunds for lessons already paid.

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- In the event that the student discontinues lessons with insufficient notice, the student will be liable to pay costs for lessons not delivered during the notice period.

5. STUDENT AND PARENT INVOLVEMENT:

Student and parents/guardian are to recognize the importance of effective daily practice.

Student must go through all Repertoire and required Technical Requirements and show the adequacy before applying for RCM exam. Teacher will inform the student and/or parents when he/she is ready to take RCM exam.

Child's parent/guardian is expected to encourage the student and become actively involved in his/her progress and to supervise daily practice.

6. OPPORTUNITY FOR PERFORMANCE/ RECITALS

Students are strongly encouraged and invited to share their talents through regular performance opportunities via established Classical Guitar Education Recital Protocol.

Student recitals are free of charge and they are included in regular monthly fee.

For Students Recitals and expectations, please refer to the **Classical Guitar Education Recital Protocol and Guidelines**, which can be found in the Recital Program.

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By signing below, I state that I have read and fully understand the policies
outlined in this document. Furthermore, I agree to abide by all policies,
including those specifically related to payment.

Date

Student Name

Address

Email