

Last updated: 27/04/2022

Please refer to the **Terms and Conditions** set out before signing this agreement.

All students or the parent/guardian of a student are required to have read and understood the following conditions as they provide important information regarding the provision of music lessons with the School of Popular Music. Once read thoroughly, you'll be required to sign online by confirming you agree (ticking the box before submitting a request to attend services) or print out and sign the declaration prior to attending a service with School of Popular Music.

### **Definitions**

The 'school' shall mean The School of Popular Music Limited.

The 'tutor' shall mean the music teacher.

'lessons' will refer to lessons or courses taken.

Where a student is under the age of 18, a reference to 'the student' shall include the parent or legal guardian.

### **Instruments**

Students should provide their own instruments wherever possible. Students may use the equipment of the school at the discretion of the tutors.

### **Private Tuition**

Lessons are to always be arranged through the school and not the tutor personally. On making an inquiry with the school you will be offered a time and day for the lessons to take place with the tutor.

Music tuition will continue from one half-term to the next unless cancellation notice is received. A trial period can be arranged for one session before committing if agreed initially. Private tuition will automatically cease during the summer holidays. Private lessons for that period can be arranged.

### **Saturday Sessions/Academy**

The session will run weekly including some out of term times and holidays. Sessions may only be canceled in the event of an annual occasion that clashes. A minimum of one week's notice will be given in this circumstance.

### **Extra Lessons**

Extra lessons may be organised by prior agreement.

### **Fees and Invoicing**

Fees for music tuition will be published on our website and may increase annually. Notice of any increase will be published at least one month in advance.

The school will send out invoices before the start of each half-term.

Fees for each term are to be paid by the due date.

If an invoice remains unpaid for 14 days after the due date, the school reserves the right to cease tuition immediately.

### **Missed lessons**

Fees for lessons missed will not be refundable.

Lessons missed through the absence of the teacher will either be re-arranged or credited.

Make-up lessons can be arranged at the discretion of the tutor where possible, if enough notice is given, and a good reason for a student absence.

If a student has taken time off school or work due to illness we ask that they do not come in for their lessons.

### **Notification of changes to scheduled lessons**

The school will contact students by email or phone and it is their responsibility to make sure it is checked. Lessons missed due to failure to do so will be considered a forfeit.

### **Notice to discontinue lessons**

Lessons may be discontinued by giving one half-term's notice of the intention to cease lessons. Failure to comply with this may render the student liable to pay the next half-term's fees.

The school reserves the right to terminate lessons with immediate effect if a student becomes physically or verbally abusive towards a tutor.

### **Parental Contact**

The school will provide each tutor with a contact to enable them to contact parents or guardians if ever necessary.

### **Student progress**

The tutor will provide progress reports internally at the end of the autumn and summer term.

Whilst the tutor will make every effort to improve the knowledge and ability of the student, the student cannot expect to progress without fully co-operating and adhering to the practice sessions advised.

### **Equipment**

The student should have respect for the teaching equipment used at all times. Any damage to equipment provided by the school will be charged to the student.

### **Photo and Video Consent**

From time to time we will use video and photographic material to promote the work we do with our students. By signing this contract you are confirming that your consent is given for you or your son/daughter to be included in this material where appropriate.