

Terms and Conditions

Dawsons Music School Altrincham

It is our intention to provide the best possible service to all our students at the Dawsons Music School, Altrincham. In order to do this we set out our terms and conditions in the interest of everyone as follows:

1. An initial non-returnable deposit of £30 is required when registering. This payment reserves you a guaranteed place in a class and necessary course material. It is deducted from the first set of fees. The tuition fee is £13.00 for a 60-minute lesson and this figure will be reviewed annually by the School.

Should the lesson cost need to alter in any way for any reason, at least one month's prior notice will be given. Payment must be made on the first lesson of each ten week period and should cover the entire ten weeks. Lessons can only be given if the full fee amount has been paid by the start of each period.

2. Fees can be paid in cash, by cheque or through an online payment.

3. Written notice of **five working weeks** is required should you wish to terminate your lessons, subject to an **initial minimum period of 10 weeks**. Working weeks do not include holidays. Lessons not covered by this notice will be charged. Verbal notification cannot be accepted.

4. When a pupil has been enrolled in the school they remain so until formally withdrawn. Failure to attend classes does not constitute formal withdrawal. Pupils may be formally withdrawn from lessons at any time subject to giving us five working weeks notice in writing, i.e., the five lessons following our receipt of notice from you must be paid for. This gives us time to deal with any necessary adjustments for staff and classes. The notice must state if the pupil will or will not be attending lessons during the notice period. Notwithstanding the above, we will consider a pupil withdrawn where they have missed six consecutive lessons, which must be paid for as well as the five week notice period, unless otherwise agreed with the pupil or representative. This covers any lessons for which the pupil is enrolled.

5. On termination of lessons any outstanding debt must be cleared within 14 days.

6. Credits for lessons are made only if the teacher is absent and no suitable replacement teacher is available. The school cannot issue credits for lessons cancelled by students. This is the policy of the Dawsons Music School. Lesson tuition falls in line with the school term dates. Students who miss lessons for any reason will not receive a refund. However, the school will make every effort to ensure that students catch up with the work missed and may provide catch up lessons if possible. Every effort will be made to encourage pupils who miss a lesson to ask their teacher for homework.

7. Lessons are taught in groups of between 3 and 8 for guitar and between 3 and 11 for keyboard and piano. Dawsons Music School Altrincham may amalgamate classes when necessary.

8. Examinations are part of the syllabus, but not compulsory. They are accredited by Trinity College of Music or Rock School and provide an opportunity to build confidence and provide valuable points for entry into educational establishments. They are available to sit at the school for all fully enrolled pupils who have no outstanding debt of any kind to settle with any of the teachers.

9. Pupils will need to purchase course materials such as progressive tutor books when required.

10. These terms and conditions may be updated from time to time. The current version will be available on the Web site.



Enrolment Form

Please complete **all** sections

Forename

Surname

Address

.....

Area Postcode.....

Home Tel:

Mobile (1)

Mobile (2)

School

Email

Date of Birth

Instrument to be learnt

Class time: Day Time Teacher..... ..

Photo permission yes / no (delete as appropriate). From time to time we may want to publish photos of classes or concerts in newsletters or on our website.

I/We have read, understood and accept the conditions overleaf and wish to apply for lessons.

Signature of Parent / Carer

Student:.....Date.....