



Tameside Music Service, Discovery Academy,  
Porlock Avenue, Hyde, SK14 3LE



0161 882 9548



musicservice@tameside.gov.uk

## Tameside Music Service terms and conditions

- Lessons are either 15 or 30 minutes on an individual basis. In some circumstances it may be delivered as a shared 30 minute lesson.
- Pupils can only be entered for exam Grades 6 - 8 if they are receiving a 30 min individual lesson
- Lessons will generally be given in school during the school day, however, if there are insufficient pupils in school requiring lessons it may be possible to base the lessons at another venue
- Lessons take place on a weekly basis during term-time only
- Charges are for a minimum number of guaranteed lessons each term/year, however, as there are more weeks overall in the term/year, your child may actually receive more than this
- Refunds/credits will only be awarded if a tutor is not available to teach the guaranteed number of lessons
- Direct Debits can only be set up where tuition is booked for the whole year (tuition starting in September)
- If your circumstances or details change it is your responsibility to notify us
- If your child is in receipt of free school meals or is a pupil premium student we may be able to offer a partial of full fee remission, contact [musicservice@tameside.gov.uk](mailto:musicservice@tameside.gov.uk) if you think that this applies to your child.
- Should an instrument be loaned it remains the property of Tameside Music Service but will be insured by the borrower for its replacement value, for the full loan period.
- No repair or maintenance of loaned instruments will be undertaken by the borrower. Any such work will be reported to Tameside Music Service who will undertake any necessary work and invoice the borrower accordingly (should this not be the usual wear and tear).

## Cancellation policy

- Lessons can only be cancelled as from the end of a full term/academic year and full payment for the relevant period will be required
- Lessons will continue for the full Academic Year unless we receive at least **two weeks written notice of cancellation** before the end of the term i.e. **to finish at Christmas we will need written notice by 6<sup>th</sup> December 2018 and to finish at Easter 22<sup>nd</sup> March 2019.**
- Written notice of cancellation must **not** be sent to school or via the tutor and must be sent **directly to the music service office** (musicservice@tameside.gov.uk) stating the reason for cancellation
- The cancellation policy applies to all pupils in all circumstances. Failure to attend lessons without the appropriate notification of cancellation will result in full tuition charges being applied
- Direct Debits are set up on an ongoing yearly basis (payable Nov – July). Direct Debits cancelled before June will incur an admin fee equivalent to one monthly payment
- All loaned music service instruments must be returned in the same condition (subject to reasonable wear and tear), directly to the Music Service Office when lessons are officially cancelled.



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Enrolment Form 2018 -19

Name of Pupil..... Date of birth..... M/F (Please circle)

Name of Parent/Carer ..... Title: Miss/Mrs/Ms/Mr (Please circle)

Ethnicity: .....

Address..... Postcode.....

Home Tel..... Mobile..... Email .....

School.....

Instrument (including voice): .....

Do you require the loan of an instrument - £45 (Sept-July) YES [ ] NO [ ]
(Please note we do not loan drums or keyboard).

Table with 2 columns: 15 minute lesson and 30 minute lesson. Includes options for invoice methods, direct debit, termly payments, and theory classes.

I have read, understood and agreed to the terms and conditions in the accompanying letter including the cancellation policy. I understand all personal information provided will be stored securely, in line with current data protection legislation.

Signature of Parent/Carer: ..... Date: .....

Please email completed form to: musicservice@tameside.gov.uk

I agree for photographs and videos to be taken of my child and used for publicity purposes by Tameside Music Service.

Signature of Parent/Carer:..... Date.....