

## Terms and Conditions:

### 1. Course and Fees Policy

- 1.1 This is an enrolment for a music course on the basis of two-to-one tuition or a group class/workshop. FMA reserves the right to add a student to each one person class at any time and without any notice.
- 1.2 Fees for all courses and workshops should be paid before the beginning of your 1<sup>st</sup> Student Term, which is your first lesson, and two weeks before each of your Student Terms thereafter. Failure to pay the fee or instalment of the fee for your course in due time may result in cancellation of your enrolment and loss of your place/ time slot.
- 1.3 We accept cash payment and cheque payable to 'First Musical Academy' (cheques that are not honoured/ cancelled will incur bank charges of £20 payable to us).
- 1.4 The First Musical Academy is open during the Newham Borough Term Dates. Please refer to the notice boards at FMA or visit our website to view the term dates for the current Academic Year.

### 2. Absence Notices and 'Catch-up' Lessons

- 2.1 If you miss a lesson due to illness or other serious reason and you notify us at least twelve hours prior to the beginning of your scheduled lesson, you will be entitled to a 'catch-up' lesson. We will offer students two times in two different weeks for their 'catch-up' lesson. If you are unable to attend any of the alternative times, you will miss your lesson. Students are entitled to a maximum of two 'catch-up' lessons per term per subject.
- 2.2 If you miss a lesson due to your teacher's absence or any other reason that FMA might be responsible for, you will get the money you have paid for this lesson in credit for your next Student Term.

### 3. Cancellation and Legal Notices:

- 3.1 Once the course fee is paid, you have seven days to cancel and receive the full refund of the fee but you will be charged an administrative fee of £25. If you wish to cancel after the period of seven days, you will not be entitled to any refund.
- 3.2 If you do not wish to attend the remaining of your course/workshop but you still have outstanding instalments to pay, you must first clear your balance before leaving the Academy. Failure to do this may lead to legal prosecution.
- 3.3 If you wish to leave FMA at the end of your Student Term, you must give us a two week's written notice. If you fail to do this, you will be charged an administrative fee of £25.
- 3.4 If you do not pay any outstanding balance, you will receive a Payment Notice and failure to act upon it might lead to legal prosecution.

### 4. Collecting your child/children and Liability

- 4.1 We take the security of all students while they are in the class very seriously. We do not take any responsibility though for students who pop out their class for any reason or once their lesson has finished.
- 4.2 Please ensure that you arrive promptly to collect your child/children once the lesson has finished. You can use our waiting area and toilets during the lessons if you wish but you will be responsible for any damage you or your child/children might cause to any furniture/equipment owned by FMA. Please note that smoking is not allowed in the premises. Press the entry phone button in order to be let in by the person at the reception.

I have read and accept the Terms and Conditions

Signature \_\_\_\_\_

Date: \_\_\_\_\_

(Parent or Student aged 18 yrs or above)