

# Terms & Conditions

## REGISTRATION FOR NEW STUDENTS

A €50.00 non-refundable registration fee is required when applying to start lessons with Dun Laoghaire School of Music. This fee is then deducted from your overall term fee. This payment will only be refunded if Dun Laoghaire School of Music is unable to offer you a suitable place.

The submission of a completed Application Form does not constitute an offer of a place or obligation to accept a place when offered.

Places can only be reserved with receipt of a completed application form and registration fee or full fee.

## RE-REGISTRATION FOR CURRENT STUDENTS

A re-registration fee of €50.00 is due by the end of each term to secure your or your child's place for the next term. This fee is then deducted from your overall fee for the following term. Failure to comply with this may result in the student losing their individual place. The registration fee is non-refundable and non-transferable.

Students who are re-registering for the beginning of Term 1 in September **MUST** inform the school that they are returning in September and pay the €50 deposit fee in order to secure their place by the specified date. Students and Parents **MUST NOT ASSUME** that the time slot held in the previous term will be held for them for the next term unless they have re-registered and paid the deposit by the specified date given by the office in Dun Laoghaire School of Music.

Dun Laoghaire School of Music will not hold a student's place and time slot if they have not contacted the office to re-register their place before the end of the current term.

## MISSED / CANCELLED LESSONS

If your teacher has to cancel a lesson due to unavoidable circumstances, this lesson will either be given at a later date at a mutually convenient time between the teacher and the student/parent. Alternatively, a substitute teacher may be arranged.

If lessons are cancelled by the student/parent, make-up lessons **WILL NOT** be given.

If a pupil is going to be absent, for any reason, the Music School should be informed as soon as possible.

**BAD WEATHER:** If the school has to close due to a severe weather warning, these classes have to be forfeited by the student as the school cannot make the classes up later in the year.

## EXAMS

Fees for exam entries are to be paid to the reception. All students are notified when they are due.

Students are offered the opportunity to enter for Royal Irish Academy of Music and Associated Board examinations. Royal Irish Academy of Music (RIAM) exams will be scheduled to take place at Dun Laoghaire School of Music. Parents and students will be informed of exact dates and times of exams as soon as they are confirmed by RIAM.

If a student withdraws from an exam after entering and paying the appropriate fee, the RIAM will not refund the exam fee. The RIAM will only refund the exam fee when the withdrawal is due to illness; in this case, an original **doctor's cert must be provided**.

For exams organised by the Associated Board (ABRSM): these exams will take place in an external venue, decided by ABRSM. The ABRSM will not refund entry fees if a student withdraws after submitting an exam entry.

For instruments that require accompaniment, it is the responsibility of the student/parent to organise an accompanist. However, you can discuss this with your teacher and he/she may be able to recommend an accompanist. Accompanist's fees are the responsibility of the student/parent and are payable directly to the accompanist.

In-house exams can also be arranged for students in the school.

## PAYMENTS & FEES

If fees are being paid in instalments, the payments must be made on or before the specified dates set out by the school. Late instalment payments will incur an extra charge of 5%. If payments continue to be late, lessons can be suspended or cancelled.

Students who decide to pay the term fee by instalments must be aware that it will cost more to pay by instalments instead of paying in full.

Payments can be made by cheque or cash at reception in our office based at 72 York Road, Dun Laoghaire, or you can make a payment by Visa Debit card at reception or over the telephone.

Payments can also be made using PayPal through our website using the Pay Online button.

Cheques are to be made payable to Dun Laoghaire School of Music

Fees will be reviewed every 12 months.

All fees, whether it is the full amount or the first instalment, are payable prior to commencement of each term. Failure to comply with this may result in suspension of classes until the account has been settled.

If a student / parent decide to stop classes after a term has already begun, we regret that fees already paid cannot be refunded. If paying by instalments, the amount of fees to be paid is at the discretion of Dun Laoghaire School of Music.

No refunds can be given for classes.

## GENERAL ITEMS

Each year consists of two terms. The first term runs from September to January (approx.). The second term runs directly after the first term and runs from January until June.

Each term consists of 18 weeks and one-to-one lessons can be either 30 minutes, 45 minutes or 60 minutes long. Prices quoted are per term.

Prices increase once the student goes above Grade 5.

Students are encouraged to take part in our annual concerts organised by the Music School. There are two concerts a year, one at Christmas time and one at Summer time before the end of term.

Dun Laoghaire School of Music reserve the right to make changes to class timetables or teachers.

Dun Laoghaire School of Music reserves the right to change the Terms & Conditions at any time. Students of the school will be informed of these changes by email or by post if no email address is supplied.

Please keep the school informed of any changes in contact details, such as mobile number, home address and email address. It is important for you to have an answer phone service on your telephone to avoid disappointment as there may be occasional last-minute changes to lessons due to unforeseen circumstances.

Dun Laoghaire School of Music would appreciate if parents could ensure that their child attends regularly and on time for class as this is of the utmost importance for your child's enjoyment and success.

Parents/guardians MUST collect their children at the specified finish time of their lesson. There is no provision for supervision of students either before or after their lesson time.

If you wish to discuss your child's progress or any other relevant issue with your child's teacher, as a courtesy to the next student, this should be done at the start of your child's lesson and not at the end as this takes up the time of the next student's lesson.

For all concert performances, Dun Laoghaire School of Music regularly organise photos and videos of student performances for website and archive purposes. If you wish to opt out of having any photos/videos been taken, please contact us.

Students are expected to behave in an appropriate manner while attending lessons in the school. Respect for fellow students, teachers, equipment, resources and facilities are of the utmost importance. We would ask parents to be courteous and polite to the office and teaching staff at all times. Parents who do not comply may be asked to remove their child from the school.

All students/parents contact details are automatically placed on our Student Mailing List and SMS Text Message List in order to keep you updated with information / timetables / dates for your diary.

Parents are not permitted to sit in on lessons with their children as this is disruptive to both the child and the teacher. Exceptions can be made if a child is nervous and the parent can stay with them for the first lesson. At certain times during the year, the parent may request to sit in for a lesson to check on progress

but permission must be given by the teacher first as it is at the teacher's discretion as to whether or not a parent can sit in on a lesson.

Dun Laoghaire School of Music reserve the right to terminate lessons indefinitely due to consistent absenteeism, lack of progress, bad behaviour and any reason relating to the progress of other students or any other reasonable cause. Verbal abuse from parents/students will always result in instant termination of lessons without refund.

In cases where a pupil will miss a lesson due to an emergency or important unforeseen circumstance, teachers will attempt to provide an alternative lesson time, but this is **not guaranteed**. It is dependent on the individual teacher's schedule.