

TERMS AND CONDITIONS

Enrolment

Procedure

Enrolment for lessons requires a completed enrolment form plans and full payment of deposit. Although we schedule students in order of enrolment and make every effort to suit student preferences, scheduling of lessons will depend on available time slots with the most suitable teacher(s).

Payment

Term 1 payment is due on 1st September 2017 for 10 weeks.

Term 2 payment is due on 17th of November 2017 for 10 weeks.

Term 3 payment is due on 20th February 2018 for 8 weeks. (Mondays 6 weeks)

Deposits will cover the final 5 weeks of year's tuition: Mon 1st May to Fri 1st June 2018

Fees

€13 per 20 minute lesson = €130 per term (10 weeks)

€19.50 per 30 minute lesson = €195 per term (10 weeks)

€29 per 45 minute lesson = €290 per term (10 weeks)

Registration fee €20 + 5 weeks fees. (This covers the final 5 weeks of the School year May/June).

All fees taken by 10 week term.

Payment Policy

- All payments for classes are due prior to each 10 week term. There are two 10 week terms and one 6/8 week Term in the academic year. (September –November, November – February and then February – May.
- We will allow for a student to attend class for three weeks if they feel this class is not suitable we can transfer fee to a different class or give a refund minus a €20 administration charge.
- Class tuition fees do not include examination fees which are to be paid to the relevant examining board e.g. LCM or Royal Irish Academy.

Attendance Policy

Please check in at reception before each class (due to health and safety we need to know who is in the building at all times).

Payment must be made for all lessons/classes, whether taken or missed. Make-up lessons/classes will not be given in the case of student absence. As a courtesy to the teacher, we ask that the school office be notified if a student is to be absent. Should a student be missing from class for whatever reason his/her place will be retained for 3 weeks providing fees are up to date.

In the event of there being no contact within this period places will be allocated to the waiting list and you will forfeit your deposit. Please note when you have been provided with a time slot it is not always possible to change as the timetable is pre-set. However we will try to facilitate a request for a permanent change.

Withdrawal

Notice of withdrawal from lessons and requests for refunds must be made in writing, addressed to the school office. Please understand that verbal notice from students, parents cannot be accepted. Refunds are made as follows: Withdrawal from lessons one week before the first scheduled lesson: full refund less €15. Withdrawal from lessons two days before the second or third etc. scheduled lesson: student charged for lesson(s) taken, plus one additional lesson.

Cancellation

The School reserves the right to cancel any group course because of insufficient enrolment. In such a case, all tuition fees will be refunded.

Discontinuance

Togher Music School reserves the right to dismiss any student due to frequent absences, disciplinary reasons, overdue tuition payments and/or non-compliance with School regulations.

Child Safety

To ensure your child's safety, please be sure to pick him/her up promptly after lesson/class time. Children are under supervision during their instruction time only. Neither instructors nor administrators are responsible for supervising children outside of teaching time. Parents should ensure that any children accompanying them should at all times remain in the waiting room to avoid any disturbance to on going classes and for safety reasons.

Instruments & Practice

Regular practice is an essential element of music tuition, and all students enrolled for instrumental lessons/courses must have an instrument (or access to one) to practice at home.

TEL NO021-4322809

EMAIL..... toghermusicschool@gmail.com

Music lessons will resume on the week commencing 1st September 2017