



Terms and Conditions

Lesson information

- Instrumental tuition takes place during the school day, providing 30 lessons over the academic year. Starting in September, these lessons are generally completed by mid-June.
- We cannot guarantee a shared lesson for all instruments offered. Where this occurs the Head of Music will contact parents individually. Please note that Piano lessons are always on an individual basis.
- Instrumental lessons may involve your child missing a portion of his/her normal school lessons. However the lessons will be staggered to avoid missing the same part of a lesson every week.
- The applicant is expected to attend all 30 lessons. Refunds will not be given, nor lessons made up, in the event of pupil absence due to sickness, school trips, exams and dental or medical appointments. However, lessons missed due to tutor absence will be made up, and the Music Department will inform the applicant when this will be.
- In the summer term particularly, lessons may need to be rescheduled due to exam timetables and study leave. In this instance students should discuss their availability with their instrumental teacher. Failure to rearrange a lesson for this reason will still be chargeable.

Billing

- No money will be taken at this point of application. After the Music Department confirms a place, you will then be invoiced and required to sign a contract before lessons commence.
- Towards the end of a set of 10 lessons, you will automatically be sent an invoice for the next set. You will be required to settle this payment before lessons commence/within 30 days of the invoice date (whichever is sooner).
- Lessons will continue to be renewed automatically unless you choose to discontinue instrumental tuition (see below).
- Failure to pay the full amount by the deadline may result in instrumental tuition being withdrawn.

Termination of lessons

- Lessons can only be discontinued at the end of a set of 10 lessons.
- Notice to discontinue lessons **must** be given by the dates stated on the invoice in order to cancel the payment for the following term.
- These deadlines are: **Friday 21st October 2011 to stop lessons in January**
Friday 10th February 2012 to stop lessons after Easter
Friday 1st June to stop lessons in September
- Notice to discontinue lessons must be in writing to the Finance Office at Cleeve School, or by email to finance@cleeveschool.net
- Students going on study leave in years 11 & 13 are still required to give notice to terminate lessons by the required date if they are not going to continue in the summer term.

Please keep these Terms and Conditions for your records

