Donegal Music Education Partnership: Terms & Conditions 2017- 2018

1. All fees to be paid as per payment plan agreed at time of enrolment. Receipt will always be given, acknowledging payment received. Electronic receipts are issued by the online payment system via email.

2. It is the responsibility of the Parent/Guardian to ensure that they accompany their child/children to the lesson room at the beginning of class.

3. It is the responsibility of the Parent/Guardian to ensure that the tutor has arrived for the lesson. This is in case of exceptional circumstances when the tutor has had to cancel at very short notice, or the room could be different from their normal tuition room.

4. It is the responsibility of the Parent/Guardian to collect their child/children from the lesson room at the appointed time.

5. *Lessons missed by Students will not be replaced*. Please contact the office in advance, so the relevant tutor can be advised of a student's absence.

6. *Lessons unavoidably missed by a tutor or cancelled by DMEP (for example due to adverse weather conditions) will be rescheduled at a later date in the school year and, on occasion, during school holidays.*

7. Attendance at classes must be punctual and regular. Students must not enter the tuition room until the previous lesson has been completed. Please wait quietly outside the door when waiting for the lesson to begin, or if waiting for a friend or sibling to arrive.

8. Students are expected to take part in orchestral, ensemble and workshop activities and to avail of other performance opportunities offered by DMEP. Students are expected to practice regularly and sufficiently.

9. Students who enrol for tuition must commit themselves to 30 weeks tuition as per the academic year. Students who enroll for group tuition are especially reminded of their commitment to the 30 weeks tuition so as to preserve the continuity of the group.

10. Students taking Grade V and above must take individual lessons, as recommended by the RIAM & Trinity College London examining boards. Furthermore, 45 minute lessons are recommended for those doing higher grades. These can be arranged through the DMEP office. This is in keeping with current RIAM & Trinity guidelines.

11. Students enter for grade examinations at the discretion of their Tutor. Examination applications and fees are administered by the DMEP office for the RIAM Summer Examinations. Candidates should enter on the official Music Partnership entry form which will be distributed to exam students at the start of Term 2. It is the responsibility of the parent/guardian to ensure examination fees are received in full by the closing date stipulated by the DMEP office. It is also the responsibility of the parent/guardian to ensure the student has original copies of the examination music as early as possible in the first term.

12. It is the Parent/Guardian's responsibility to make arrangements for rehearsal with an accompanist prior to sitting the exam (applicable to all Students excluding piano, guitar and keyboard students). The DMEP office will provide contact details of suitable accompanists in each geographical area.

13. The DMEP will not accept responsibility for theft, loss or damage to pupils' property during lesson, rehearsal or performance times. The DMEP will not accept responsibility for injury to pupils while on the premises of host schools/centres. Smoking, chewing gum and use of mobile phones during tuition is strictly forbidden.

Donegal Music Education Partnership
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