

## Donegal Music Education Partnership: Terms & Conditions 2023-2024

1. All fees to be paid as per payment plan agreed at time of enrolment. Payment is made using the online system. Please note your user name and your six-digit PIN number, which will be sent to you by email. Electronic receipts are issued by the online payment system via email.
2. The great majority of students stay with the lessons throughout the year (Term 1 and Term 2 = 30 weeks). Some miss lessons through injury, or decide to drop out. In these cases, we have to be fair to the tutors as well as to the students and their parents/guardians. So if a student drops out for good for any reason, lessons must be paid for until the end of the half-term or until a replacement is found, whichever is the sooner. If a student wants to hold their place in the timetable, the lessons must be paid for until their return.
3. (i) It is the responsibility of the parent/guardian to accompany their child/children to the lesson room at the beginning of class; (ii) 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 e.g. if the tutor has had to cancel at very short notice; or if the room has been changed from the usual tuition room; (iii) It is the responsibility of the parent/guardian to collect their child/children from the lesson room at the appointed time.
4. (i) Lessons missed by students will not be replaced. If the student can't make a lesson, please contact the office in advance so we can let the tutor know. (ii) Lessons 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. Occasionally this may be during school holidays.
5. 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 until it's time for your lesson to start.
6. Students are expected to practice regularly and sufficiently. Students are expected to take part in orchestral, ensemble and workshop activities and to make use of other performance opportunities offered by DMEP.
7. Students who enrol for tuition must commit themselves to 30 weeks' tuition as per the academic year. Students who enrol for group tuition are especially reminded of their commitment to the 30 weeks' tuition so as to preserve the continuity of the group.
8. Students taking Grade V and above must take individual lessons, as recommended by the Royal Irish Academy of Music (RIAM) examination board. The same guidelines recommend 45 minute lessons for those doing higher grades. These can be arranged through the DMEP office.
9. Students enter for grade examinations at the discretion of their tutor. Examination applications and fees are administered by the DMEP office for the summer examinations of both RIAM and Trinity College London. 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.
10. It is the parent/guardian's responsibility to make arrangements for rehearsal with an accompanist prior to sitting the exam (applicable to all students apart from those doing piano, keyboards or guitar). The DMEP office will provide contact details of suitable accompanists in each geographical area.
11. 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.

**It is a condition of beginning tuition that parents/guardians and students have read and accept these Terms and Conditions. Everyone benefits ☺ Have an enjoyable and productive year!**

### Donegal Music Education Partnership

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