



NORTH COUNTY DUBLIN MUSIC SCHOOL

*Errigal bungalow, St. James Terrace,
Malahide, Co. Dublin*

TERMS and CONDITIONS (Must be read and acknowledgment provided)

1. ENROLMENT

- An Enrolment form must be completed and full payment received prior to commencement of lessons, except in the case of those using the Payment Scheme (see no.2 below). Enrolment is done yearly and payment is by term only.
- If any details provided during Enrolment change (e.g. address), or if day/ time of lesson needs to change please inform us ASAP.
- All new students registering pay €40 deposit (non-refundable) and then pay the remaining fees on the 1st day of term.
- Existing students don't pay deposit, just full payment on 1st day, with the option of payment scheme where applicable.
- If €40 deposit is paid and you don't show up for lessons, the money is not refunded.
- If a student commences classes later in the term they only pay for the classes remaining.

2. PAYMENT SCHEME

- If you wish to pay in instalments, this must first be discussed and agreed prior to the start of the term.
- We at NCDMS prefer payment at the start of every month by cash or an online payment.
- No cheques please, if possible.
- Payments must be made once lessons are booked and it covers lessons whether taken or missed.
- No refunds are given once lessons commence.

3. TIMETABLE OF LESSONS

- Students will be scheduled in order of enrolment but every effort will be made to suit the student's preferred day/ time.
- If a student is unable to make a lesson, as a courtesy please inform the teacher in good time. We, as teachers, can only wait 15 mins, and if you don't show and no contact has been made, we will leave the premises.
- If a student misses the lesson, it is not made up unless a prior arrangement has been made, meaning that it all depends on the teacher's availability. Missed lessons by students cannot always be guaranteed to be made up. Please understand that all teachers are fully booked and they might only teach on certain days, so such lessons will be provided on a best efforts



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basis.

- Missed lessons by Teachers are made up and arranged at a suitable time between you and the teacher. If the teacher reaches out multiple times to organise your class and you fail to respond, then your lesson is forfeited. The lesson must be made up within the term and lessons cannot be carried over.
- Online make up classes are available, if difficult to arrange face to face.
- Online classes can now be provided at your same day/ time if preferred to face to face lessons. Agreement to these Terms and Conditions is considered your approval to have lessons in an online capacity.

4. ONGOING SAFETY PROTOCOLS/COVID 19

- If another public health event occurs during the term (e.g. lockdown), then our alternative is to provide online lessons for the remainder of the term.
- Unfortunately, no refunds can be given on lessons remaining in the term if a public health event occurs.
- To ensure staff and student safety, if a child is sick with temperature of over 38 degrees, dry or persistent cough, please refrain from attending in person. Please inform your teacher ASAP to arrange an online alternative, if possible.
- If technology is not accessible for some students, then we can try to accommodate you face to face on a best efforts basis.
- If travelling abroad during the term, please avoid attending lessons in person until any applicable self-isolation period is over.
- The option is always in place to provide lessons online, so please follow all safety guidance.
- For parents dropping off younger students, we request that you drop and collect at the door of the school.



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5. PERMISSIONS

- As we have some events planned for the coming year (e.g. Christmas concert), we would like your permission to use your photos / videos on our Facebook and Instagram pages which are now up and running. Please Like and Follow our pages if not done so already.
- If you prefer not to have photo/ videos shared of you / your son / daughter please tick no below.

Permission for use: YES _____ NO _____

PLEASE NOTE

By signing or acknowledging agreement to these Terms and Conditions, you are confirming that you have read the above and agree to abide by same.

If acknowledging by return email, please ensure that preference to photo/video usage is clearly stated, otherwise return is not valid.

Signed:

Date: