

Terms and Conditions of Music Tuition

The following terms and conditions apply to the provision of Music tuition through Manawatu Musician Makers Ltd. By starting lessons with us, or by signing this contract you agree to the terms below. If the student is under 18 then a parent or guardian is responsible for these conditions.

- 1 This agreement remains in place while you are receiving tuition from Manawatu Musician Makers or until it is superseded.
- 2 You will be advised of the Time, Place, Tutor and Costs for your tuition prior to the start of each term.
- 3 Accounts will be forwarded before the start of each term, payable by the 2nd week of the term unless prior arrangements have been made.
- 4 Your account is usually sent by email with a link to a webpage showing your account information. Please ensure that you check this information before starting lessons.
- 5 We cannot guarantee to hold places for students who have not paid their account in full, or made other arrangements (eg payment in instalments).
- 6 Late payment of fees without prior agreement with MMM will result in a \$20 late payment fee.
- 7 If it is necessary to employ the services of a debt collection agency then you will be responsible for paying any additional fees introduced by the collection agency.
- 8 A termly fee of \$7.50 will be charged to cover all administration, MMM Chord/Electric Booklets and photocopying.
- 9 Lessons must be taken at the appointed time or be forfeited.
- 10 A student's tuition time is allocated and reserved for the whole term. Should you wish to stop lessons during a term you *may* be subject to a cancellation fee of up to 50% of the remaining lesson cost.
- 11 If you decide to stop lessons, please notify us in writing. You will be continued to be charged for lessons if you just stop and don't let us know.
- 12 As you advance, or should your preferred genre change, it may be necessary to assign an alternative tutor at an alternative day and/or time. You will be given opportunity to discuss this with us, so that we can work together to satisfy your needs.
- 13 Lesson make-ups will be given in accordance with our make-up policy. This means one make-up lesson for sickness per term. Account credits will not be given instead of the make-up lesson. Students are only entitled to their make-up lesson if the account for the term is fully paid or other payment arrangements made, *before* the missed lessons. Lessons missed after the termly fee is due are forfeited if payment has not been received.
- 14 Make-up Lessons are given for accidents, sickness and other unavoidable situations as long as notified in advance of the lesson. Unless specifically agreed in advance make up lessons are not given if the reason for missing a lesson is to attend another activity (eg school sports practice), taking holiday, or for other social activities.
- 15 If a make-up Lesson is provided it may be with an alternate Tutor to your regular tutor, or on an alternative Date/Time to your normal lesson.
- 16 In the event that your Tutor is sick or unavailable, an alternate Tutor will be provided to ensure continuity of lessons, or another day will be offered during the week.
- 17 We record concerts and other events with photographs, video and audio. You give permission for this recording to be made of events that the student takes part in and for these items to be occasionally displayed in the studio and used for other purposes (eg Newsletters, website and other advertising).
- 18 Our tutors are contractually unable to provide private lessons outside of Manawatu Musician Makers while employed by us and for a period of six months after leaving our employment. You may not approach a tutor to attempt to obtain private lessons while this clause remains in place.
- 19 You give permission for Student Records to be kept. This includes progress notes, personal details (address, phone number, photograph, date of birth etc). This information is used solely for the provision of music tuition and you may inspect the data held that relates to your student as required.
- 20 These conditions may vary from time to time and are emailed out with every account at the start of each time. Please ensure that you read the terms and conditions, and that you agree with them, before the start of each term.

Note: By taking lessons with us you agree to these conditions.