

Before completing the application form, please read the following terms and conditions and retain for reference

PTO for Information about Cancellation during a “cooling off” period.

1. Lessons

- 1.1 All applications for tuition must be completed and signed by the pupil's parent / carer. Lessons cannot be arranged without parental consent or receipt of payment for the first term / month of tuition. If tuition cannot be arranged, pupil details will be retained on a waiting list for 6 months.
- 1.2 For those receiving lessons, the co-operative reserves the right to change a pupil's grouping without prior notice to the parent, providing the fee charged remains the same. In the event that a grouping change results in a price alteration, the Co-operative will notify the parents as soon as possible to seek agreement.
- 1.3 If you require MfBB to supply an instrument, there is a termly £10 charge (which is non-refundable) which will be included as part of your invoice to BMC

2. Payment

- 2.1 The first invoice will be issued upon confirmation of lessons by the teacher; this should be paid before the first lesson
- 2.2 **Payment for lessons is required in advance, and can be made in one of two ways:**
 - a) by BACS termly, payable before the 1st September / 1st January / 1st April
 - b) by Standing order monthly on the 1st day of each month.
- 2.3 Payment or payment arrangements must be made within 14 days of the invoice date to ensure continuation of lessons. Failure to pay as agreed will automatically suspend any further tuition. Reinstatement will be at the discretion of the teacher and the Co-operative. Lessons missed due to suspension will be forfeited.
- 2.4 Sheet music, accessories, instrument hire, courses, workshops, examination and accompanist fees are not included in the tuition fee.

3 Financial Assistance

- 3.1 Where financial assistance is provided by a third party organisation or external fund, this may be reviewed on a termly basis. Information will be shared with the relevant agency to facilitate funding. Liability for payment of lessons remains the responsibility of the parent / carer unless funding is agreed by an approved agency and funds are received by Bedford Music Co-operative.

4 Attendance, refunds and cancellation

- 4.1 The Co-operative provides 34 lessons per academic year. The number of lessons will vary per term according to the number of teaching sessions available. If the total number of lessons falls below the due number to be provided because of teacher absence, a credit or refund will be given.
- 4.2 Credits or refunds cannot be given for lessons missed by the pupil for any reason (unless due to long term illness or hospitalisation, in which case written notice will be required, and should be provided as soon as possible). In the case of pre-planned events, e.g teacher-training days, school visits, exams, etc. 7 days written notice is required. If a lesson is missed because of these circumstances and cannot be made up, a credit note or refund will be issued. Please note that where absence from lessons is due to school related events, e.g. teacher training day, it is the parent / carer responsibility to ensure notice is given to the Co-operative.
- 4.3 In the case of group lessons, if a single pupil is absent for whatever reason, we regret no refund can be made. If a whole group is unable to attend a lesson, the Co-operative requires 7 days written notice as detailed above
- 4.4 If your child is withdrawn, excluded or suspended from school and lessons cannot be provided in school, the Co-operative office must be informed immediately to discuss provision of future lessons. Otherwise any missed lessons will be forfeited.
- 4.5 If you wish to cancel lessons at the end of a term this must be done by the preceding half term. (October for December, February for March / April. May for July). Otherwise there will be a 4 week cancellation fee. Unless we receive notice to cancel, lessons will carry on into subsequent academic years.
- 4.6 All information regarding 4.2, 4.3, 4.4, 4.5, 4.6 should be sent to the Co-operative Office, **not** to the school or the individual teacher.

5 Liability

5.1 Bedford Music Co-operative does not accept responsibility for loss or damage to any personal possessions or personal injury, however caused.

6 Terms and Conditions

6.1 Bedford Music Co-operative reserves the right to alter the above Terms and Conditions with half a term’s notice. Any decision made by Bedford Music Co-operative concerning these Terms and Conditions shall be final.

Your signature on the application form confirms that you have read and understood the Terms and Conditions and that you agree to abide by them.

PTO for Information about Cancellation during a “cooling off” period.

Information about the “cooling off” period and the exercise of the right to cancel during it

You have the right to cancel this contract within 14 days (the cooling off period) without giving any reason. The cooling off period will expire after 14 days from the day of the conclusion of the contract (i.e when BMC receive your signed form) To exercise the right to cancel you must inform us:

Name of
teacher.....
.....

Address.....
.....

Telephone
number.....

Email.....
.....

You may cancel by letter or email with a clear statement of your intention. To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of right to cancel before the cooling off period has expired. You may use the cancellation form below, but it is not obligatory.

Effects of cancellation during the “cooling off” period

If you cancel this contract during the cancellation period, we will reimburse to you all payments received from you unless you requested us to begin lessons during the cooling off period. We will make the reimbursement without due delay, and not later than 14 days after the day on which we are informed about your decision to cancel this contract. We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly requested otherwise. You will not incur any fees as a result of the reimbursement. If you requested us to begin lessons during the cancellation period, you shall pay for any lessons received.

Cancellation Form *(if some teacher contact details are unknown, please use BMC contact details)*

To (name of teacher).....

Address.....
.....

Telephone number.....

Email.....
.....

I/We hereby give notice that I/We cancel my/our contract of sale for the supply of the following services:

.....
.....

Ordered on.....
.....

Name of student(s).....
.....

Address of student(s).....

Signature of student / parent.....

Date.....