



## Instrumental lessons: Terms and Conditions

**Before completing the online application form, please note the following terms and conditions:**

1. Tuition is provided on an individual basis. Lessons are arranged on a rotating timetable, so students do not fall behind in any of their timetabled subjects.
2. Lessons are subject to staff availability and school timetable arrangements
3. It is expected that students will attend all allocated instrumental sessions.
4. Instrumental tuition fees are non-refundable.
5. If students are unable to attend their lessons due to school excursion/event, sickness or medical/visa appointments, a lesson makeup credit may be awarded if: **the tutor has been informed directly by email at least 48hrs ahead of the scheduled lesson time.**
6. Should a tutor be unavailable for a scheduled lesson he/she will be responsible for either 1) arranging for a suitably qualified tutor to cover the lesson as agreed with the school or 2) inform the parents concerned of advance planned absence (except due to sickness) and award a makeup credit against that student's attendance record. The lesson will then be taught later on the tutors return.
7. Applications for lessons can only be processed if the necessary paperwork has been received and signed off by the instrumental music coordinator. Submission of the online application is not a guarantee of student placement on the course and is subject to teacher availability.
8. Lesson are payable via Yoopay and must be paid in termly amounts, prior to lessons starting.
9. **Do not send any cash with children to school for payment.**
10. Lessons may only be discontinued at the end of each full term.
11. Parents are expected to provide instruments, accessories and music for the course. BSG has a limited stock of instruments available for hire. Fees are set at 300 RMB per term to cover maintenance and servicing of the instrument. Instrument hire is available when applying for instrumental lessons.
12. BSG reserves the right to change tutors and lesson times but will negotiate with student and parent where this is necessary.
13. Tutors are able to prepare and enter students for graded exams, Associated Board of the Royal Schools of Music, Trinity, Guildhall School of Music, London College of Music and Media, and will consult with parents about appropriate examinations.
14. BSG reserves the right to refuse an application and discontinue lessons where a student makes insufficient progress or their attendance is unsatisfactory (2.5 hours of lessons or more).
15. BSG reserves the right to alter the above 'Terms and Conditions' if necessary, at any time and will notify parents and staff in writing.