Brooke Weston

Coomb Road, Great Oakley, Corby, Northants, NN18 8LA **t** 01536 396366 **f** 01536 396867 **e** enquiries@brookeweston.org

Instrumental Contract - Terms and Conditions

The following terms and conditions provide the basis on which the instrumental contract is agreed to. Please read the following before signing the contract.

1. The contract is ongoing. It may be terminated by giving the finance office **4 weeks written notice**.

2. As parent or guardian you agree to the appropriate sum being debited to your son or daughter's Brooke Weston account termly in advance and to inform the finance office of any change in responsibility for payment.

3. Brooke Weston agrees to provide 30 lessons spread throughout the academic year, which will be charged for in 5 equal termly amounts. In the unlikely event that this commitment is not met, the appropriate refund will be credited to your account at the end of the academic year.

4. Lessons take place during normal class time. Any student wishing to have lessons must make every effort to catch up with any work missed. It is the student's own responsibility to do this.

5. Any casual absence by students will be charged at the normal rate. Forgetfulness and failure to attend due to occasional illness will still be charged at the normal rate as costs are still incurred by Brooke Weston.

6. Brooke Weston will aim to try and provide some instruments, although at present these are limited so we cannot guarantee to provide an instrument for your child. If your son/daughter is loaned an instrument for the period of the lessons you will be required to arrange insurance for the instrument for both in and out of Brooke Weston.

7. Students will be required to provide their own music books. These books will be specified by the member of staff providing the lessons. Brooke Weston cannot make photocopies of music and hence is unable to supply music to students directly.

8. Failure to attend lessons on a consistent basis may result in the withdrawal of the offer of lessons by Brooke Weston. The place will then be allocated to another student. This period would normally be three unattended lessons in any one term without good reason.

9. If the student is absent from Brooke Weston on the day of lessons they should notify the finance office as soon as possible.

10. The cost of any examinations which you would like your son / daughter to be entered for will normally be charged to your son's / daughter's Brooke Weston account in addition to the cost of lessons. Notification of any exam entry will be sent to you prior to any entry actually being made. Your consent for this will be requested first, before any exam entry is made by Brooke Weston.

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Instrumental Tuition Contract

Student's Name			
Chosen Instrument		Roll Number	

Parent/Guardian Email Address for notification of non-attendance

Does your son or daughter have their own instrument on which to practise?	Yes		No	

I would like my son/daughter to receive instrumental tuition at Brooke Weston as indicated:	
	I/We would like my son/daughter to receive individual 30 minute instrumental lessons, at a cost of £120.00 per term, charged termly in advance.
	I/We would like my son/daughter to receive shared 30 minute instrumental lessons (where possible with someone of similar standard), at a cost of £60 per term, charged termly in advance.
	I/We would like my son/daughter to receive individual 20 minute instrumental lessons, at a cost of £81.00 per term, charged termly in advance.

I have read and agree to all the terms and conditions and give my consent for the cost of lessons to be debited to my son/daughter's Brooke Weston account. I agree to inform the finance office of any change in responsibility for payment.

Please sign and date the section below and return to the finance office.			
Name			
Signed		Date	