



## Instrumental Tuition Contract

Between The Surrey Sound of Music (Company) and .....(parent of student)  
Starting..... (date of starting term).

Mrs Emma Scales & Mrs Rachel Demetri, the Directors, offer tuition to.....(student)in  
.....(instrument) on the following terms and conditions and agree to abide by them.

Signed.....(Director) Date.....

Signed.....(parent / guardian for students under 18)Date .....

### Tuition

Tuition will be given at the agreed venue at the agreed times. Times are to be agreed in advance and placed on the teacher's timetable. The home address, home number, mobile number and email address of the signing parent above will be kept on file with this contract. Lessons are given throughout the school year, in term time. A term refers to an academic school term, following the County council school dates, which are also available on our website.

### Fees

Notice of increase in fees will be given in advance of the increase date. Invoices will be sent out prior to or on the first lesson and are payable at the first lesson or before it.

### Conditions

#### 1. Lessons.

The Tutor will give the lessons at the date, time and venue agreed by teacher and parent of student. These lesson slots are reserved for the pupil alone.

#### 2 Fees.

All parents will pay fees in full, at the beginning of every term, as agreed with the Company. Failure to pay without good reason will result in the following lessons not taking place and consideration to the student's place for lessons being available in the future.

Fees are directly paid to The Surrey Sound of Music or Tutor (will be specified on invoices) and a code of conduct is agreed that no discussion of monetary related terms, including payments, are discussed with the Tutor, only the Directors of the Company.

Exam Fees are to be paid before the student is officially entered for the exam.

#### 3. Missed Lessons

A lesson may not necessarily be replaced in the case of the following and fees of missed lessons will not be refunded for the following reasons:

- a) A student forgets a lesson so the lesson cannot be conducted;
- b) 24 hours notice is not provided unless in cases of emergencies at the discretion of the teacher;

c) A school event or exam clashes with the date and time of a lesson that has not been previously specified by the parent.

If any lesson needs to be cancelled, or the Tutor fails to attend any lessons, the Company must be notified accordingly.

#### 4. Replacement Lessons

A replacement lesson will be offered if more than 24 hours notice is provided at a time convenient to both teacher and parent. Failure to attend this lesson will result in no other replacement lesson offered.

#### 5. Lesson Owed

If a lesson is missed and the 24 hours notice is provided, the lesson fee if paid in advance will be carried over to the following term.

#### 6. Exams / Competitions / Performances / Media

A student will not be entered for an exam, competition or performance without prior consent from the student, parent and teacher together, which the teacher is bound by law to abide.

Both student and teacher shall not be photographed, audio or video recorded in lessons by the teacher, parent or other parties for any purpose without prior consent from the pupil, parent and teacher together.

The Surrey Sound of Music Consent forms will be given for consent prior to the relevant above occasions.

#### 7. Sheet Music / Equipment

All relevant music and equipment should be at every lesson which the teacher will advise individually. All instruments are required to be in full working order at each lesson to ensure the best quality lesson.

#### 8. Termination of Lessons

This agreement may be ended by mutual consent at any time by both signatories to it by signing and dating a written statement to that effect. At least half a term's notice is required in advance of the termination date.

Notice must be given at the beginning of a term or the beginning of a half term. If notice is given part-way through a half term, the following half term's fees are payable in full. During this notice period, the duration of the lessons cannot be reduced, and all lessons during this period are payable, regardless of whether the 24 hours cancellation notice for individual lessons has been given.

If the Tutor decides to leave the Company, it is agreed that no contact will be made between the Tutor and parent/student for a minimum of 6 months. In this instance, the Company will make every effort to find a suitable replacement Tutor as soon as possible.

#### 9. Failure to Give Notice

Unless terminated under Condition 8 above, this agreement shall continue from term to term. If full notice in accordance with Condition 8 above is not given, the full half a term's lessons must be paid for of the following half term.

#### 10. Conduct

If the teacher, using reasonable discretion, feels unable to continue tuition on the account of conduct by the student or anyone connected to the student, the fees for any outstanding lessons will not be refundable.

#### 11. Changes

Any changes to the terms of this agreement must be confirmed in writing, signed and dated by both the teacher and the parent.

### 12. Governing Law and Jurisdiction

This agreement shall be subject to the laws of the jurisdiction of the location for the lessons (specified above) and the signatories to this agreement that any dispute relating to the subject matter of the agreement shall be subject to the exclusive jurisdiction of the courts.

### 13. Data Protection

In compliance with the General Data Protection Regulations 2018, the Company will use your personal data given within this contract to contact you with regards to lessons and events where relevant. The only information that is accessed by Third Parties is Names for concert programmes and Date of Birth for examinations.



THE SURREY SOUND OF MUSIC  
INSTRUMENTAL TUITION

*Inspiring and nurturing a love of music*

### The Surrey Sound of Music Contact Form

Full name of Student .....

Date of Birth .....

Full Name(s) of Parent(s) .....

Full Address .....

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.....

.....

Contact Number(s) .....

.....

Email Address .....

Contact in case of Emergency .....

Any Allergies/Medical Conditions .....

I hereby give consent for The Surrey Sound of Music to use my personal data to contact me under the General Data Protection Regulations 2018 in relation to Clause 13 in this contract.

.....(*please sign here*)