

## **Terms and conditions**

All Camden Music staff are suitably qualified and have enhanced DBS clearance.

Payment for lessons and groups must be made in advance and can only begin once a payment is received. You can pay in two instalments. You must pay the second instalment by half term.

If you wish to cancel lessons or Saturday centre group membership we require at least half a term's notice in writing. You will be charged half a term if notice is not provided.

Sunday and holiday group activities have an annual membership fee. You will need to pay for the year, even if you are not able to attend all of the courses.

If the instrumental tutor is absent we will try to find a suitably qualified temporary replacement. If this is not possible and your child does not receive the number of lessons or group sessions paid for that term, you will be reimbursed automatically after the end of the term.

In the event of a pupil not attending a school lesson for any reason the tutor will make up the lesson provided written notice has been given to both the tutor and the Music Service three weeks before the missed lesson. If this is not possible, the cost of the missed lesson will be credited to your account. Lessons missed without three weeks' notice will not be credited and no refunds will be made.

Camden Music Service will monitor the attendance and progress of pupils receiving free or subsidised lessons. Subsidy may be withdrawn if attendance is unsatisfactory.