

CARER AGREEMENT 2020 – 21

- 1 I agree to pay the tuition fees (subject to any agreed discount) in full within 30 days of receipt of invoice or in an agreed number of instalments i.e. termly or by standing order over 10 months from October to July.
- 2 I understand that the tuition fees will vary according to the timetable requests I have made.
- 3 I understand that if I fail to pay the fees when requested, NCYM is entitled to exclude my child from the course and that I will still be liable for the tuition fees.
- 4 I understand that my child is expected to remain at NCYM for a full academic year (or remainder of the academic year if tuition commenced after the start of the year) and that if I wish to withdraw my child at the end of the academic year then a full term's notice must be given in writing to the Head of NCYM.
- 5 I understand that a full term's notice to leave must be given in writing or the tuition fees will be payable. I understand that if I withdraw my child from the course without giving such notice the tuition fees for the term following my child's withdrawal will still be payable unless dispensation has been granted by the Head of NCYM (see 6 below).
- 6 I understand that, in exceptional circumstances (e.g. bereavement or material change to personal circumstances), NCYM may offer fee dispensation if my child does not complete a full academic year. In the first instance I must write to the Head of NCYM stating when my child will be leaving and giving full details of the reason/s. A full term's notice must be given where possible. Notification of any dispensation in fees offered by the Head of NCYM will be given in writing.
- 7 I understand that if I wish my child to change their individual tuition or change their programme of study a term's notice must be given in writing to the Head of NCYM. If notice is not received a term's tuition fees will still be payable unless dispensation has been granted by the Head of NCYM (See 6).
- 8 I understand that my child is accepted into NCYM on the condition that they make satisfactory progress and attend regularly. I understand that when my child is required by me to be absent, permission must be requested in advance in writing (email will suffice). I agree to my child not arranging other activities on a term time Saturday or concert day until permission for absence has been sought in advance and has been granted by the Head of NCYM.
- 9 I understand that NCYM is unable to give permission for my child to miss NCYM concerts or important rehearsals. Leave of absence will normally be granted for days when a student is not involved in a concert / important rehearsal / internal assessment or another important event. Repeated absence can be detrimental to a student's musical progress and very disruptive to ensemble work. For this reason, the Head of NCYM will normally only grant a student one absence per term. Absence from Saturdays may reduce a student's chances of participation in ensembles and performances. Written requests for absence should be made as early as possible.
- 10 I understand that in the event of serious misconduct by my child, the Head of NCYM will have the right to withdraw or permanently exclude my child immediately and that in the event of such withdrawal or permanent exclusion no proportion of NCYM fees will be refunded.
- 11 I agree that I or my child will inform NCYM if they are participating in master classes or taking instrumental lessons outside NCYM (unless with my child's tutor at NCYM).
- 12 I understand that my child's personal details (i.e. name, DOB, and school) may be shared with the music education hub for Norfolk, and/or Arts Council England, and/or the Guildhall School for monitoring purposes.