

Regulations

ENROLMENT PROCEDURE

Enrolment for lessons and courses requires a **completed enrolment form**, **payment of administration fee** and **completed standing order form**.

We schedule students in order of enrolment and make every effort to accommodate student preferences, however scheduling of lessons will depend on available time slots with the most suitable tutor(s). Scheduling of new second term enrolments takes place no earlier than two weeks before the start of term.

Re-enrolments from existing students must be made by completing a re-enrolment form before the deadline set by the RCM office. Places cannot be held without advance notification of re-enrolment and must be accompanied by the forms listed in bold above.

Verbal notice cannot be accepted from students, parents or teachers.

PAYMENT PLANS

Students are eligible for tuition payment plans, which require an initial deposit and the completion of a direct debit form. Students enrol for a term at a time and are responsible for paying for the full term regardless of lessons/classes taken or missed.

*****Please be aware that we charge per term regardless of any payment plan which may be in operation, if you withdraw after week 3 you are obliged to pay the full term fee and no deductions will be made*****

ATTENDANCE POLICY

As a courtesy to the tutor we ask that the music office be notified immediately if a student is to be absent. If the tutor is unable to give a lesson/class, the student may be given the option of taking a make-up lesson with the student's own tutor or taking a lesson with a substitute tutor.

- **Make-up lessons/classes will not be given in the case of student absence.**
- **Make-up classes for student's absence is at the discretion of the individual teacher.**
- **Lessons falling on bank holidays will be rescheduled to another day/make up week.**
- **Students who miss more than 2 weeks of lessons in a row without notifying the office will be removed from their scheduled lesson slot.**

I, _____
(please print) have read the regulations of the RCM and agree to them as outlined above.

(Signature)

(Date)

SCHOLARSHIPS/FEE REDUCTIONS/DISCOUNTS

Discounts are given for more than 2 students from the same family; please see our fee schedule for more information on discounts available. For those in financial difficulty we offer a scholarship/reduced fee programme that is open to applications. To apply for a scholarship or a fee reduction please contact the centre office and request an application form. Following this a meeting will be scheduled with members of the Management Committee to discuss your eligibility and application form. These scholarships are offered on a term by term basis and will only be granted at the start of at term.

DISCONTINUENCE

The Redemptorist Centre of Music reserves the right to dismiss any student due to frequent absences, disciplinary reasons, overdue tuition payments and/or non-compliance with centre regulations.

CANCELLATION

The centre reserves the right to cancel any group because of insufficient enrolment. In such a case, all tuition fees will be refunded.

PHOTO RELEASE POLICY

From time to time the centre takes photographs of students during lessons, courses or concerts for use on our website, publications and other promotional material. No compensation is provided to individuals who appear in these photographs. Please let us know if you do not wish you or your child's photograph to appear on our website or publications.

CHILD PROTECTION

To ensure your child's safety, please be sure to pick him/her up promptly after lesson/class time. Children are under supervision during their instruction time only and neither tutors nor administrators are responsible for supervising children outside of teaching time. The Redemptorist Centre of Music works in line with its child protection policy which is available to view upon request.

WITHDRAWAL

Notice of withdrawal from lessons and requests for refunds must be made **in writing**, and addressed to the music office. Verbal notice from students, parents or faculty cannot be accepted. Refunds will only be given up to the third week of term; any tuition received will be deducted from the total refund as well as an administration charge of €25. Refunds will also be given in line with our cancellation policy.

Privacy Policy

In compliance with GDPR all information on this form is kept confidential. Access is limited to director, administrator and members of the management committee. All information is securely stored for a limited amount of time. If at any point you wish to access this information or change it please contact the office.