

Ulster College of Music  
Charity No: NIC101695

# Regulations

VALID FROM SEPTEMBER 2020

As a non-profit-making charity the College operates on a very small budget. To support the charity students are required to accept and comply with the regulations. Reference to students in these regulations includes the parents or guardians of students under 18 years of age.

Fees for a term or course of lessons should be paid **before the commencement** of each term or course of lessons. If a student withdraws during a term or course of lessons fees cannot be refunded. If fees are not paid in full by the 2nd week of term, lessons will be suspended and will not be credited once fees have been paid. A fully refundable deposit of £25 per course of individual lessons is payable at the beginning of the first term of tuition at the College, or to reserve a place in advance. This deposit will be repaid once the student leaves, **providing both the tutor and the administrators have received notice to discontinue lessons and/or withdraw from the College in writing or by e-mail no later than the last lesson of the previous term.** Students on the GCSE and A-level courses have to sign up for the whole year and pay in three equal instalments on registration days.

The College operates for three terms per year and these terms are of varying length. The College remains open on St. Patricks Day and the Spring Bank Holiday.

By enrolling, a student reserves a place with a tutor for a minimum of one term and the Tutor's booked time must be paid for. **Payment must be made for all lessons whether taken or missed by the student. If the College assesses that there is NO hazard, and remains OPEN in adverse weather conditions, MISSED lessons will not be made up.**

A lesson may be cancelled by the College at any time but, in such circumstances, the College shall arrange to carry the lesson forward to a later date or to credit the student's account with the appropriate fee.

Please note that due to the nature of individual tuition lessons may not always begin on time. If this is the case tutors will make up the time either at the end of a lesson or on another occasion.

The College reserves the right to discontinue the enrolment of any student who misses three consecutive lessons, who has a pattern of absences or who is often late for lessons. In consultation with the Tutor the College may also discontinue lessons if progress is deemed to be unsatisfactory. The College will give the student notice no later than the last lesson of the term, if their course of lessons is to be discontinued the following term.

A copy of the constitution of the College and a list of the members of the Committee of Management is available from the College office.

A party's failure or neglect to enforce any of its rights under these regulations will not be deemed to be a waiver of that or any other of its rights.