

## Terms and Conditions

### 1. Fees

Fees are invoiced termly in advance, payment is due on receipt of an invoice. Reviewed fees are published annually.

An invoice will be sent to the listed payer by the States of Jersey Treasury when a lesson has been allocated and thereafter for each subsequent term.

Fees are based on the provision of 30 sessions over the course of the academic year; the number of lessons may vary from term to term.

Payment can be made termly by the following methods:

- Direct Debit
- Online
- Telephone
- Cheque
- In person

Details of all payment options are stated on the invoice.

Payment by Direct Debit can be paid in three instalments by selecting the monthly payment option on the Direct Debit Mandate; an indicative payment schedule is as follows:

	<b>Payment 1</b>	<b>Payment 2</b>	<b>Payment 3</b>
<b>Autumn Term</b>	1 <sup>st</sup> September	1 <sup>st</sup> October	1 <sup>st</sup> November
<b>Spring Term</b>	1st January	1st February	1 <sup>st</sup> March
<b>Summer Term</b>	1 <sup>st</sup> May	1 <sup>st</sup> June	1 <sup>st</sup> July

### 2. Lessons & Refunds

In the event of school closures due to inclement weather or other conditions beyond the Service’s control, no refund/credit will be given. In these circumstances the lessons will not be re-scheduled.

When the teacher is available at the scheduled lesson time but the student fails to attend, the lesson is forfeited and no re-schedule/refund/credit can be made.

When the teacher is not available at the scheduled lesson time the lesson will be re-scheduled however if a student cannot attend, the lesson is then forfeited and no alternative time/refund/credit can be made. The rearrangement time and venue of lessons is at the discretion of Jersey Music Service.

Refunds will only be made if Jersey Music Service cannot provide 30 lessons pro rata.

### **3. Operating Rules**

The Service will deliver 30 lessons over the academic year; the number of lessons may vary from term to term. Jersey Music Service provision is limited to lessons on one instrument only, per child.

Children having lessons in school time may need to come out of class during the school day for their lessons. Jersey Music Service will make every effort to rotate music lessons so that children are not missing the same academic lesson each week, however this cannot be guaranteed. It is expected that children will catch up with their learning as advised by the class/subject teacher and the school

#### Lessons:

Group: 25 minutes – maximum group size of 6 students

Individual: 25 minutes – only to be provided where educationally appropriate and after consultation with the Principal/Vice Principal of Jersey Music Service.

Where a student cannot be accommodated satisfactorily in a group or where very few students are learning a particular instrument Jersey Music Service will endeavour to provide alternative arrangements.

Alternative arrangements could include:

- a group lesson with students of a similar standard on related instruments
- lessons outside of the school day at the same or different venue

The parent/guardian will be contacted to discuss any alternative arrangements that take place out of the normal school day.

Jersey Music Service will not provide lessons to students receiving tuition on the same instrument from another teacher.

#### Timetabling of Lessons

Lessons are subject to availability and may not be able to commence immediately. The parent/guardian listed on the registration/online enrolment form will be informed when a lesson has been allocated.

All Jersey Music Service correspondence will be with the parent/guardian as indicated on the registration/on-line form. Responsibility lies with the parent/guardian to inform the payer (if different to parent/guardian) when lessons have been allocated or of any changes thereafter.

#### Ensemble Participation

Students will be encouraged to take part in school ensembles appropriate to their musical development and are encouraged to attend Jersey Music Service activities.

#### Additional Payments

Periodically parents will be asked to purchase music, consumable items (reeds, valve oil, rosin, strings etc.). As students progress the teacher may recommend entrance for various music examinations. The parent/guardian will be informed when their child is ready to sit an examination. Payment of the examination fee is the responsibility of the parent/guardian.

## **4. Cancellation Policy**

If you wish to withdraw your child from lessons, written notice is required at least 6 (six) weeks before the end of the term you wish tuition to cease. You will continue to be responsible for paying invoices until written notice is received by the Jersey Music Service. Notification must be received in writing to: Jersey Music Service, Old Mont Cantel House, St Helier, Jersey, JE2 3ZQ or by email: [jms@music.sch.je](mailto:jms@music.sch.je)

If notification to cease lessons has not been received within the required notice period the payer will be liable for the following term's fees.

## **5. Instruments**

### Instrument Hire

Lessons do not include the provision of an instrument. There are several commercial instrument purchase and rental options available to parents. The JMS Instrument Hire Service is also available, details can be found on [www.jms.je](http://www.jms.je)

### JMS Assisted Instrument Purchase Scheme

As an alternative to hire, parents may wish to purchase an instrument through the JMS Assisted Instrument Purchase Scheme. Through the scheme the Service purchases an instrument as advised by the parent/guardian, the Service is repaid by the parent/guardian interest free, over an agreed period of time.

Further information about this scheme can be requested from Jersey Music Service.

### Purchase Advice

Jersey Music Service understands that for some parents sourcing and buying an appropriate instrument is difficult and confusing. There are many different makes and models each offering varying musical strengths and build quality and the price range of any particular instrument can be vast.

Please feel free to contact Jersey Music Service to discuss the suitability of an instrument before hiring externally or purchasing.

## **6. Remissions**

### Income Support

Where a family is in receipt of Income Support there is no charge to access Jersey Music Service's provision, however, this is limited to lessons and associated instrument hire on one instrument.

Jersey Music Service will verify termly whether the parent/guardian is in receipt of Income Support with the Social Security Department. No specific details about the Income Support claim will be returned to Jersey Music Service and this information will be used solely to confirm that a claim is in place. Should a claim not be in place the parent/guardian will receive an invoice and payment will be due as per section 1.

### Sibling Discount

Fee reductions are available for families with more than one child receiving tuition from the Jersey Music Service. These reductions are automatically applied.

## Bursary Award

Jersey Music Service has a limited fund that provides support to families who would not otherwise be able to access provision. These funds are available to provide help to students who need financial assistance.

Any child attending an Island School in any phase or sector is eligible to apply for a Bursary Award. Further information can be requested from Jersey Music Service.

## **7. Personal/Medical Information**

Parents are required to provide any relevant medical information and to advise Jersey Music Service of any significant changes. Jersey Music Service staff are not authorised to give or supervise students taking prescribed medication.

Parents are required to inform Jersey Music Service as soon as possible of any changes to personal information (i.e. Name, address, contact details)

## **8. Fair Processing Notice - DATA PROTECTION LAW (JERSEY) 2005**

The information provided by you on the registration form is required by Jersey Music Service for the purpose of delivering its music provision. Jersey Music Service will share necessary information with the States of Jersey Treasury in order for payments to be processed. If you are receiving Income Support, Jersey Music Service will share necessary information with the Social Security Department. The *JMS Fair Processing Policy* is available from Jersey Music Service.

## **9. Use of Images of Children and Young People**

Occasionally photographs may be taken of children and young people registered with Jersey Music Service. These images may be used in the prospectus or in other printed Education publications, as well as on the Jersey Music Service website. Video recordings of lessons or concerts for the website or as publicity for Jersey Music Service may also be made. Please note that websites can be viewed throughout the world and not just in the European Economic Area where strict data protection legislation applies.

Jersey Music Service may be visited by the media who will take photographs or film footage of events. Children and young people will often appear in these images which may be shown in local or national newspapers or on televised news programmes. In registering for lessons, the parent/guardian consents to the above. Should you have any concern, contact Jersey Music Service directly.