

## ARTFORMS MUSIC CENTRES

### Terms and Conditions of Music Centre provision 2024-25

#### 1. PROVISION

On occasions the timetable will be collapsed to accommodate concerts or workshops; lessons cancelled due to circumstances beyond our control (e.g., adverse weather) will be made up where possible.

#### 2. PAYMENT OF FEES

Fees will be payable annually, in advance, with an option to spread the annual cost over a maximum **nine**-month period by Direct Debit. It will, additionally, be possible to make payments by other means and over different periods subject to agreement; details are obtainable on request. Students/parents are responsible for ensuring the Music Centre has an up-to-date contact address.

#### 3. ABSENCE

Students will be expected to attend all instrumental lessons. Where, through illness, a student is absent for three or more consecutive lessons a credit will be allowed in respect of fees for lessons missed. There will be no other refunds made except where there has been a lesson cancelled due to the absence of a teacher.

#### 4. CANCELLATION

If a parent or student wishes to give notice that provision is not to continue, this must be received by the Music Centre by email, or to [educ.artforms@leeds.gov.uk](mailto:educ.artforms@leeds.gov.uk) **Payment of fees will be required up to the end of the half-term in which this written notice is received.**

#### 5. INSTRUMENT HIRE

Subject to availability, the Music Centre may be able to provide instruments on loan to enrolled students, at a cost of **£18 per term**. The provision of an instrument is subject to the following conditions:

- The instrument remains the property of Leeds City Council and may be recalled at any time.
- You have agreed to take care of this instrument, and to indemnify Leeds City Council against any loss or damage (other than general wear and tear) while the instrument is in your custody and control.
- In your own interest, you are advised to obtain insurance cover for these risks: either through an extension to your household policy or through a specialist musical instrument insurer.
- If the instrument is lost or damaged, please notify the Music Centre immediately. We are sometimes able to carry out minor instrument repairs at minimal or no cost. Do not attempt any repair yourself.

## 6. FINANCIAL SUPPORT

Families in receipt of the following benefits are entitled to financial support for their child:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than **£19,995**)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - household income must be less than **£10,000** a year (after tax and not including any benefits)

The financial support consists of a maximum 66% discount on course fees, capped at £100 per student.

In exceptional circumstances, discretionary financial support may be available on application to students who do not meet the above criteria. Please refer to the Head of Centre for further information.

## 7. LOOKED AFTER CHILDREN

All looked-after children (i.e., children who are in state care of any kind) are entitled to **one** class free of charge. This offer also extends to carers and family siblings of looked-after children.

## 8. COMPLIMENTS AND COMPLAINTS

Many compliments and complaints can and should be dealt with quickly and informally at the Music Centre. On the exceptional occasions where this is not possible, Leeds City Council's formal complaint procedure can be found here: <https://www.leeds.gov.uk/consultations-and-feedback/complaints-compliments-and-feedback>

## 9. PRIVACY NOTICE

The Music Centre collects your personal data on behalf of Leeds City Council to process your enrolment and to provide the requested music tuition. For more detailed information on why and how your data is stored and processed, please refer to Leeds City Council's privacy notice: <https://www.leeds.gov.uk/privacy-and-data>

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