



ArtForms Terms and Conditions

These terms and conditions apply to **all provision** where payment is made directly to ArtForms. This includes ArtForms Music Centres, ArtForms City of Leeds Youth Music (CLYM) groups and teaching in schools where families are billed directly by ArtForms. In agreeing to buy provision from ArtForms you are agreeing to an annual membership of ArtForms.

General terms and conditions

1 Enrolment for ArtForms lessons and ensembles

- 1.1 Enrolment is made online via <https://leeds.eepos.fi/#/forms>
- 1.2 At the end of the academic year all students will be re-enrolled for the following year and complete the renewal form
- 1.3 It is the responsibility of the enrolling adult to inform ArtForms of any changes to contact information, medical information and learning needs of each student.

2. Payment of Fees

- 2.1 Fees are payable in advance annually. This can be in full or by monthly instalments via Direct Debit.
- 2.2 Any unpaid fees will result in the student's provision being cancelled.
- 2.3 Students, parents and carers are responsible for ensuring ArtForms has up-to-date contact details. Please contact educ.artforms@leeds.gov.uk / 0113 378 2850 or contact your Head of Music Centre to make any changes.
- 2.4 Students enrolling mid-year will be charged pro-rata for that academic year.
- 2.5 Students enrolling in ArtForms out of school provision are required to pay a non-refundable enrolment fee.
- 2.6 Refunds are subject to specific terms and conditions found below.

3. Cancellation of Provision

- 3.1 Cooling-off period – all members are entitled to a 14-day period during which members who have renewed or enrolled have the option to cancel their provision.
- 3.2 If a student, parent or carer wishes to withdraw from provision at any other time during the academic year, written notice must be given by email to ArtForms at educ.artforms@leeds.gov.uk Fees will remain payable up to 30 days from the date that written notice is received.

4. Payment by direct debit

- 4.1 Direct Debit fees will be collected on the 1st of each month or the first available date after, should the 1st fall on a weekend or a public holiday.
- 4.2 Members who have payment arrears on a previous ArtForms membership cannot access the services of ArtForms until the arrears have been paid.
- 4.3 All Direct Debit memberships require 30 days' notice to cancel from the next Direct Debit collection date.
- 4.4 Cancellation requests must be processed as stated in 3.2
- 4.5 Members who cancel their Direct Debit with their bank without informing ArtForms will enact the Leeds City Council recovery process for all outstanding fees. This may result in court proceedings which could affect your credit rating.

4.6 Members whose Direct Debits are returned unpaid will enact the Leeds City Council recovery process for all outstanding fees. This may result in court proceedings which could affect your credit rating.

4.7 All our Direct Debit memberships are covered under the banks Direct Debit Guarantee Scheme

5. Instrument Hire

5.1 Subject to availability, instruments may be loaned to enrolled students at a cost of £54 per year. This does not apply to short-term borrowing for specialist instruments required for specific repertoire in ArtForms ensembles (e.g. cor anglais, clarinet in A).

5.2 Fees for Instrument hire will be charged for alongside teaching provision.

5.3 All instrument loans are subject to the following conditions:

- Instruments remain the property of Leeds City Council and may be recalled at any time.
- The enrolling adult agrees to take good care of the instrument, including taking all reasonable steps to limit the risk of theft or damage, and accept responsibility for any loss or damage (excluding reasonable wear and tear).
- The enrolling adult is expected to arrange instrument insurance, either through household cover or a specialist insurer. The insured value on any policy should be the full current recommended retail price and should be renewed and adjusted, as necessary, upon the renewal of the insurance policy. Please contact educ.artforms@leeds.gov.uk for an accurate replacement cost of the instrument if required.
- Any loss or damage must be reported immediately to educ.artforms@leeds.gov.uk. Repairs should not be attempted privately.
- Any charges incurred by ArtForms to repair or replace any ArtForms instrument where damage is not deemed to be reasonable wear and tear will be charged to the enrolling adult.
- ArtForms reserves the right to invoice the enrolling adult the full replacement value for hired instruments not returned at a point of lessons ceasing.

5.4 An Instrument purchase scheme is available for students under the age of 18 who access ArtForms provision; please contact educ.artforms@leeds.gov.uk for further information.

6. Financial Support

6.1 Support is provided in accordance with the ArtForms fees and remissions policy [Microsoft Word - ArtForms Charging and remission policy.docx](#)

7. Compliments and Complaints

7.1 Many compliments or complaints can be addressed quickly by contacting ArtForms directly, by email to educ.artforms@leeds.gov.uk. If this is not possible, Leeds City Council's formal Complaints Procedure can be found [here](#)

8. Zero Tolerance of Abuse

8.1 We are committed to maintaining a safe, respectful, and supportive environment for all participants, staff, and visitors, and we operate a zero-tolerance approach to any form of abusive or inappropriate behaviour. This includes verbal abuse, threatening or intimidating conduct, harassment, discrimination, or physical aggression. Any such behaviour may result in immediate removal from activities, termination of involvement in the provision, and, where appropriate, referral to relevant authorities. By engaging with our programme, all participants, parents, and carers agree to always treat others with courtesy and respect.

9. Privacy Notice

9.1 ArtForms collects personal data on behalf of Leeds City Council to process enrolment and deliver music provision. For full details on why and how data is collected, stored and used, please refer to Leeds City Council's Privacy Notice: <https://www.leeds.gov.uk/privacy-and-data>

ArtForms Music Centres and ArtForms City of Leeds Youth Music groups Additional terms and conditions

10 Provision

10.1 Provision takes place during term-time, with occasional exceptions. The full list of dates for each music centre and ensemble is available on the [ArtForms website](#). On occasion, timetables may be collapsed or amended to accommodate concerts, workshops or events. Provision may be cancelled due to circumstances beyond our control (e.g. adverse weather or staff illness)

10.2 Upcoming concerts and events can be found at: <https://artformsleeds.co.uk/events/>

11 Absences

- 11.1 Students are expected to attend all scheduled rehearsals, lessons and planned performances. Any absences should be reported as soon as possible to our main office at educ.artforms@leeds.gov.uk / 0113 378 2850, or if at a music centre, the Head of Music Centre so that staff can plan appropriately.
- 11.2 ArtForms reserves the right to assign an alternative teacher or instructor should the planned instructor not be available. Refunds will only be offered where a teacher or instructor cannot be provided by ArtForms.
- 11.3 If a student misses a significant number of ensemble rehearsals, their participation in future performances may be reviewed.

12 Instrument hire

12.1 Where a student is ceasing to have lessons, instruments must be returned either to the ArtForms tutor at the student's final lesson or, by prior arrangement, to the ArtForms office at Pudsey Civic Hall **within two weeks of lessons ending**.

ArtForms In School Direct Billing Instrument and Vocal Tuition Additional Terms and conditions

13 Provision

- 13.1 Lessons take place once a week during the school day and last for 20 minutes with students being placed in groups of 3 or 4. Groupings are made in discussion with the tutor and school, considering attainment and lesson times. Small group lessons cost £270 per year, payable in advance in one amount or by direct debit.
- 13.2 Individual 20 minute lessons are available and cost £680 per year, payable in advance in one amount or by direct debit.
- 13.3 Choice of instrument is subject to a minimum number of students per visit. ArtForms tutors may recommend an alternative instrument depending on suitability e.g. age/size of pupil.

- 13.4 An ArtForms tutor will visit your child's school for a guaranteed minimum of 34 weeks each school year (please note this is not every week of the academic year).
- 13.5 Following application, the enrolling adult will be contacted to confirm lesson availability and to provide a start date for lessons, which will normally be at the beginning of the next school term or half-term, once payment has been received.

14 Absences

- 14.1 Where lessons cannot take place due to school closure, pupil absence or non-attendance, the pupil being required by the school for other activities (including, but not limited to, examinations) or where the school declines the option of a cover tutor, parents/carers will remain fully liable for the cost of these sessions.
- 14.2 ArtForms reserves the right to assign an alternative teacher or tutor should the planned tutor not be available. Refunds will only be issued for instrumental and vocal lessons where the minimum guaranteed number of 34 lessons is not achieved.

15 Instrument hire

- 15.1 Pupils remaining at the same school after the summer break and have re-enrolled for lessons may keep the instrument through the holidays.
- 15.2 Where a student is ceasing provision, any hired instrument must be returned either to the ArtForms tutor at the student's final lesson or, by prior arrangement, to the ArtForms office at Pudsey Civic Hall **within two weeks of lessons ending**.

If you have any questions about our provision, please contact us using the details below:

ArtForms Music
Pudsey Civic Hall
Dawson's Corner
Leeds
LS28 5TA

Tel: 0113 378 2850
Email: educ.artforms@leeds.gov.uk
Website: www.artformsleeds.co.uk/music

ArtForms reserves the right to review and alter these Terms and conditions at any time.



Supported using public funding by



**ARTS COUNCIL
ENGLAND**

