

Terms and Conditions for Theory Lessons

1. An application form must be completed.
2. Fees for theory lessons are paid termly with no reduction for missed lessons. Fees for all Music Service activities are highly subsidized by London Borough of Sutton. Current fees are £40 per term. Fees for the first term must be paid on the first attendance at theory lessons. Cheques should be made payable to **London Borough of Sutton**. Subsequently an invoice will be sent out each term.
3. Pupils are expected to attend theory lessons each week. If this is not possible, prior notice should be given by calling the Music Service office at the earliest opportunity.
4. From time to time, pupils may be requested to provide books and additional materials at their own cost. Additional fees are also payable for graded music examinations.
5. Pupils are expected to behave in a responsible manner which does not endanger themselves or others and not to touch equipment unless instructed to do so by a member of Music Service staff.
6. If the pupil has a medical condition the Music Service should know about or there is a change to his/her medical circumstances, it is important to inform the Music Service office in writing.
7. From time to time, there will be photographs, videos/DVDs made of pupils during lessons and/or performances for promotional purposes. Names of pupils may appear on our website.
8. Sutton Music Service reserves the right to discontinue lessons if attendance falls below an acceptable level or if sufficient progress is not being attained.
9. Please notify the Music Service office **in writing** at least half a term in advance if your son/daughter intends to leave theory lessons. A full term's fees will be charged for any term or part of a term during which a pupil attends and where notice is not received.
10. Current terms and conditions, information and some application forms are available on our website: **www.suttonmusicservice.org.uk**

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