



Top Score Music Academy

Regulations

Top Score Music Academy operates on a very small budget. As a result, 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 1st week of term, lessons will be suspended and will not be credited once fees have been paid.

The Academy operates for four terms per year. Term 1-3 are usually 11 weeks each (September to December, January to March, April to June). The Academy remains open on St. Patrick's Day and the Spring Bank Holiday. Term 4 is a shorter 7-week summer term (July to August). Lessons are expected to continue as normal throughout the summer, so as not to hinder the student's education. However, there is an understanding that vacations can and will occur (for either the student, the teacher, or both), so there is some flexibility in scheduling lessons for the summer months.

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 a lesson is cancelled by the Academy, the tutor and student shall arrange to carry the lesson forward to a later date or to credit the student's account with the appropriate fee.

The student will be required to have a lesson binder, which will be used to keep track of assignments, handouts, and all other learning materials.

Parents are encouraged to be supportive and active participants in study or practice at home. Piano and theory students are strongly encouraged to participate in examinations through the Associated Board of the Royal Schools of Music (ABRSM). For piano students, after approximately 2 years of preliminary study, exams typically occur on a yearly basis (an additional cost is charged by the ABRSM). The exams provide certificates (grade levels), the opportunity for hard work and mastery, and they create milestones in the student's musical career.

All students are expected to study/practice daily. Piano students are expected to practice daily on either a well-maintained acoustic piano (which requires tuning twice a year), or a full-size electronic piano (recommended) with weighted keys and a damper pedal. A metronome is also required – many electric pianos have built-in metronomes. For acoustic instruments, a separate metronome is necessary.

Top Score Music Academy 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 Academy may also discontinue lessons if progress is deemed to be unsatisfactory. The Academy 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 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.

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Student Signature (or parent if student is under 18)

Date