



Leventhorpe
a business and enterprise academy



Music Technology Tuition Application Form

Name of Student _____

Form _____

Parent/Carer Name _____

Please tick time required: 20 mins () 30 mins () _____

Signature _____

Date _____

Print Name _____

Relationship to Student _____

Signing this form demonstrates that you accept the Terms & Conditions of Leventhorpe's music service agreement and agree to pay for music lessons via ParentPay.

Music Lesson Charges

Students will receive an individual lesson for either 20 minutes or 30 minutes:

Fees are charged based on providing 11 lessons per term to students

- **30 minutes** individual tuition - **£132.00** per term
- **20 minutes** individual tuition - **£99.00** per term

Financial Assistance

Financial assistance is available for music lessons dependent upon meeting the local authority criteria, for further information please go to the following websites;

www.hertsmusicservice.org.uk/remission

www.essex.gov.uk search for music tuition in schools

Please complete the application document and return to:

The Music Administrator
Leventhorpe School
Cambridge Road
Sawbridgeworth
Herts
CM21 9BY

Alternatively you can email this form back to; finance@leventhorpe.net

Please do not send payment with this form, we will notify you that a place is available for the student upon receipt of the completed form then a payment item will be created on ParentPay to facilitate payment to Leventhorpe Trust.

Leventhorpe Trust- Terms & Conditions

1. **Parties**: This Agreement is made between the parent/carer of the student and Leventhorpe Trust.

2. **Intent**: The intent is to regulate dealings between the parties by setting out respective obligations relating to performance and payment for services.

3. **Cancellation Terms**: A half term's notice is required, in writing (email is acceptable), to cancel a student's music lessons at the end of a whole term.

Please send an email with the following subject line 'Music Lessons Administration' to (finance@leventhorpe.net) by the last Wednesday of the previous half term.

The cancellation terms and conditions adhere to those of Hertfordshire Music Service and are non-negotiable.

4. **Timetabling**: Music lessons are held during the school day on a rotation system. The timetables are published at least 2 weeks in advance and it is the student's responsibility to check the noticeboard in the music department for their lesson times.

A week's notice is required to change a lesson time to enable the teacher to reorganise the timetable.

5. **Charges**: Current music technology lesson charges are as follows:

- **30 minutes** individual tuition - **£132.00** per term
- **20 minutes** individual tuition - **£99.00** per term

Notification of any increase in charges will be given in time such that the required notice may be given should you wish to terminate this contract.

6. **Student Absence from Music Lessons**: As a parent/carer we will inform you of a student's lesson absence by email.

It is the student's responsibility to inform their music lesson teacher of any planned absence, including absence due to school trips.

Leventhorpe cannot accept responsibility where a lesson is missed because the student was on a school trip.

If the student is absent through illness the lesson missed will be forfeited.

7. **Music Teacher Absence**: If a music teacher is absent from the lesson it will be rescheduled or where this is not possible, you will receive a refund of the music lesson fees.

8. **Charging of Music Lessons and Payment Procedures**:

All music lessons will be charged a term in advance with payment due by the following half term holiday.

Payment is required by the due date shown on the payment item on ParentPay and monies must be received by this date in order to ensure continuation of lessons.

8. **Queries, Concerns and Complaints Procedure**:

Any queries, concerns or complaints arising during the course of this agreement should be made to Carole Gardner, Music Administrator at the following email address finance@leventhorpe.net.

9. **Insurance**:

The School is not insured for students' personal possessions including musical instruments and can make no payment in case of loss, theft or damage.