

## **Cancellation Policy for Instrumental Lessons**

Rathmore strives to engage highly skilled and experienced peripatetic music tutors. All of our tutors are self-employed and get the full fees for the lessons they provide. They do not work exclusively for Rathmore and for this reason rely on maximising their tutor hours across a number of schools and other tutoring arrangements. For this reason, I would like to remind you of the cancellation policy that is in place for music lessons and ask for your appreciation and understanding of the rationale for it.

**NOTICE PERIOD:** Parents or guardians who wish to cancel their child's instrumental lessons must provide one term's notice. A term consists of 10 weeks of lessons. Therefore, notice of cancellation must be given no later than 10 weeks prior to the end of the current term in order to avoid being charged for the following term.

### **CANCELLATION PROCEDURE**

1. Notice of cancellation must be submitted in writing to Mr Forde, Head of Music, and the relevant tutor.
2. The notice should include the student's name, the instrument being learned and the reason for cancellation.
3. Upon receipt of the cancellation notice, the cancellation will be confirmed in writing and provide information on any outstanding fees that may be due.

### **FEES AND REFUNDS**

1. If the required notice period is given, no further fees will be due for the cancelled lessons.
2. If the required notice period is not given, fees for the following term will still be charged (10 x lessons = £186.66) regardless of whether the student attends the lessons or not.
3. No refunds will be issued for missed lessons or for cancellations made after the start of the term.

**EXCEPTIONS:** In exceptional circumstances, such as prolonged illness or relocation, the School may waive the notice period requirement at their discretion. Parents or guardians must provide appropriate documentation to support their request for an exception.

**RESPONSIBILITY:** It is the responsibility of parents or guardians to ensure that they are familiar with and understand the terms of this cancellation policy. By enrolling their child in instrumental lessons at Rathmore, they agree to abide by these terms.

We appreciate your cooperation in adhering to our cancellation policy. By doing so, you not only support the continuity of our music programme but also help to ensure the fair treatment of our peripatetic instrumental staff.

Please sign below to indicate that you have read, understood, and agree to the terms outlined in this cancellation policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_