

## Tutoring Terms of Service

Chichester Music Academy Ltd is a Music Tuition Agency. These Terms of Service apply on behalf of all Tutors teaching from Globe House.

### 1. LESSONS, PAYMENT & NOTICE

- a. Regular lessons are provided by the Tutor during school term time and are subject to a minimum booking period of one full term (or remainder thereof if starting during a term) excluding one week of half term. Term dates are within those published by WSCC for an academic school year.
- b. Tuition fees are payable termly, either in full or in two instalments, within 7 days of receipt of invoice. Tuition fees are published on our Website and are subject to annual review.
- c. Payment of tuition fees is collected by Chichester Music Academy Ltd and paid to the Tutor who is charged a fee for the introduction and teaching facility.
- d. Notice to discontinue lessons must be provided by email to the relevant tutor at/by the end of any full term. If notice is not received an invoice for the following term will then be issued. A fee equivalent to half of a term will be charged in the event of an invoice being issued where notice has not been given.

### 2. MISSED LESSONS

- a. Cancellations made by the student within the booking period are non-refundable.
- b. If the tutor is unavailable to provide a scheduled lesson due to illness (or any other reason beyond our control), notice will be given by the Tutor and the lesson will either be covered by another tutor, made up at a later date (prior to the following term) or a refund will be made by the Tutor.

### 3. GENERAL

- a. The Student, if over 18 otherwise their Parent/Guardian, is responsible for any loss or damage occurring to any instrument, accessory or music lent by the tutor to the student.
- b. The Student, if over 18 otherwise their Parent/Guardian, is responsible for the insurance of their own instrument.
- c. The Student, if over 18 otherwise their Parent/Guardian, is to inform their tutor of any medical, or other, condition that may affect a lesson.

### 4. SAFETY

- a. Tutors teaching from Globe House are Freelance Musicians and carry enhanced DBS clearance.
- b. Tutors teaching from Globe House can only accept responsibility for the safety of a Student (if under 18) once they are under their direct supervision and within the classroom. Neither the Tutor or Chichester Music Academy Ltd provide any supervision for any persons whilst on the premises and outside of the classroom.
- c. Equipment kept at Globe House is the property of Chichester Music Academy Ltd and must not be handled or used in any way without permission of the Tutor.
- d. Chichester Music Academy Ltd carries £5M Public Liability Insurance.

### 5. PUBLICITY

- a. Individual Students (of any age) may be photographed and these images may be used for promotional purposes including digital publication on the Website and in related Social Media, as well as in local press, and leaflet / brochure advertising.
- b. Permission (5a) is requested when registering with Chichester Music Academy Ltd.
- c. IP and copyright on all images and video taken by Chichester Music Academy Ltd, or by an approved third party, belongs to Chichester Music Academy Ltd. We do not lease or sell copyrighted material to other individuals or organisations.

### 6. PRIVACY

- a. Chichester Music Academy Ltd complies with Data Protection Legislation (GDPR). Our [Privacy Notice](#) is available on the Website, amongst other things it sets out our procedures for handling personal data.
- b. In accordance with our Privacy Notice every person, if over 18 otherwise their Parent/Guardian, registering with Chichester Music Academy Ltd is asked to give their permission for us to store and process the minimum amount of personal information we need to provide our music tuition and related services.
- c. If permission (6b) is not given, and there is no agreeable alternative, then we reserve the right to decline our music tuition and related services
- d. If permission (6b) is withdrawn at a later date, and there is no agreeable alternative, then we reserve the right to cancel our music tuition and related services.

### 7. VARIATION TO TERMS OF SERVICE

- a. These terms of Service may be updated from time to time.