



Carlow College of Music - Student Regulations

PAYMENT OF FEES:

Fees must be paid in full **before** lessons commence or payment plans agreed. All fees can be paid to the office or by bank transfer (details on request).

REDUCED FEES:

A reduction of 5% will be made on the 3rd and subsequent members of a family and on second instrument, only when fees are paid on time. Regarding fees of varying amounts, reduction will be made from the lowest fee. Fees will not be refunded if attendance has already been made. Discounts are not applicable when payments are made via monthly standing order and an admin charge of €5 is made.

EXAMINATIONS:

Tuition fees must be paid in full **before** exam(s). Ask teacher or see website for exam closing dates.

ORCHESTRA/BAND:

All students of orchestral instruments are strongly encouraged to join the Junior or Youth Orchestra or brass ensemble as recommended by their relevant teacher.

PROGRESS REPORTS:

These may be given occasionally. Students whose progress, application, attendance or payment of fees is unsatisfactory will not be re-enrolled.

Please check **students' notebooks** weekly for practice work and important information.

LESSONS MISSED:

Lessons missed by student will not be replaced. Arrangements will be made if lessons are missed by reason of the teacher's absence. Lessons take place on Holy Days but not on Bank Holidays unless requested by the teacher.

ATTENDANCE:

Attendance at all classes/lessons must be punctual and regular. An explanation of an absence must be given without delay in advance to the respective teacher by the parent/guardian. A student who misses 3 consecutive lessons in any subject without satisfactory explanation will forfeit his/her place.

CONDUCT:

Students are required to conduct themselves in a quiet and orderly manner at all times in the College /Centres and in the vicinity.

COLLEGE PROPERTY:

Students will be held responsible for, and will be required to make good any damage they cause to equipment, apparatus, furniture, fittings or structure of the College/Centres.

INJURY OF STUDENTS:

The Director cannot be held responsible for injury to any student caused by the student's own negligence or disregard on the part of any student or students.

ILLNESS:

Please note if your child is out of school due to illness, we would appreciate that they do not attend music lessons/classes.

COLLECTION:

All students, in particular those enrolled in music-maker classes, must arrive on time and be collected promptly after lessons. Students cannot be left unattended. Please contact the teacher if you are delayed.

ACCOMPANIMENTS:

A fee will be charged for accompaniments, the amount depending on the grade and rehearsal time.

OUR DUTY TO CARE:

In line with National Guidelines for the Protection and Welfare of Children from the Department of Health and Children, it is the policy of the Carlow College of Music to safeguard the welfare of all children while they are with our staff. Our staff has been carefully selected in respect of this, are garda vetted and are working under the principles of 'Children First' as implemented by the Carlow College of Music.

GENERAL DATA PROTECTION REGULATIONS

Your contact details will be used **ONLY** for the purposes of our administrative needs.