

Parent/Carer Agreement 2023/24

Please read the following terms and conditions of your child's place at GYA Norwich.

1. I agree to pay the membership fees (subject to any agreed discount) in full within 14 days of receipt of invoice or in an agreed number of instalments i.e. termly or by standing order over 10 months from October to July.
2. I understand that the membership fees will vary according to the timetable requests I have made.
3. I understand that if I fail to pay the fees when requested, GYA Norwich is entitled to exclude my child from the course and that I will still be liable for the membership fees.
4. I understand that no remission of fees is offered for individual GYA Norwich sessions missed for the following reasons: illness, family/personal reasons, other engagements, reasons beyond the control of GYA Norwich. Should a teacher be absent, appropriate cover will be put in place or the lesson will be rearranged for an appropriate time.
5. I understand that half a term's notice to leave must be given in writing or the membership fees will be payable. I understand that if I withdraw my child from the course without giving such notice the tuition fees for the half term following my child's withdrawal will still be payable unless dispensation has been granted by the Head of GYA Norwich. (See 6 below)
6. In exceptional circumstances (e.g. bereavement or material change to personal circumstances), GYA Norwich may offer fee dispensation if I withdraw my child from the course without giving the required notice period. In the first instance, I must send an email to the Head of GYA Norwich stating when my child will be leaving giving full details of reasons. Half a term's notice must be given, where possible. Notification of any dispensation in fees offered by the Head of Centre will be given in writing.

Guildhall Young Artists

NORWICH

7. I understand that if I wish my child to change their individual tuition or change their programme of study half a term's notice must be given to the Head of GYA Norwich. If notice is not received half a term's tuition fees will still be payable unless dispensation has been granted by the Head of GYA Norwich. (See 6 above)

8. I understand that when my child is required by me to be absent, permission must be requested in advance in writing (email will suffice). I agree to my child not arranging other activities on a term time Saturday or concert day until permission for absence has been sought in advance and has been granted by the Head of GYA Norwich

9. I understand that in the event of serious misconduct by my child, the Head of GYA Norwich will have the right to withdraw or permanently exclude my child immediately and that in the event of such withdrawal or permanent exclusion no proportion of GYA Norwich fees will be refunded.

10. I agree that I or my child will inform GYA Norwich if they are participating in master classes or taking instrumental lessons outside GYA Norwich (unless with my child's tutor at GYA Norwich).

11. I understand that my child's personal details (i.e. name, DOB, and school) may be shared with the Guildhall School for monitoring purposes.