

## **External Extra Mural Terms of Enrolment 2022/23**

These Terms of Enrolment set out the basis on which the Guildhall School of Music & Drama will deliver education services to you as an external extra mural student of the School receiving 1-1 lessons.

By accepting these Terms of Enrolment on your enrolment form you are entering into a contractual agreement to abide by the terms of enrolment and the Guildhall School regulations and policies in force for this academic year listed below. Full versions of the School's regulations and policies can be found on the School's [website](#) and are available in hard copy on request from Registry ([registry@gsm.d.ac.uk](mailto:registry@gsm.d.ac.uk)). The School's regulations and policies are reviewed and updated annually. The key terms and documents are given below:

### **Under 18**

If you are under 18 you must confirm that you have got permission from your parent/guardian before agreeing to these Terms of Enrolment.

### **Proof of Identification**

All students that are new to the Guildhall School or returning to a new programme after a break from studies must produce one of the following forms of identification: current passport (Roman alphabet), current UK photo driving licence, current identity card bearing the Proof of Age Standards Scheme hologram (PASS card), or current EU identity card. The Guildhall School will use the name and date of birth as recorded on this identification in their records.

### **Status**

You will be classed as an extra mural participant in School activity; your enrolment will not confer student status although aspects of student regulations (e.g. discipline) will apply.

## **Rights and obligations**

We will deliver educational services as agreed in your offer letter. We may need to make changes to our educational services during the year to comply with any applicable law or safety requirements; if this is necessary we will endeavour to ensure that these do not materially affect the nature or quality of our services and, in any event, will notify you.

Where agreed in advance between your Head of department and Head of Library Services you may have access to the School Library on payment of a deposit.

You should always endeavour to attend all your lessons as arranged. If you miss a lesson because of ill-health or any other reason it cannot be made up, nor can fees be refunded. Lessons missed by teachers will be made up.

You agree to:

- comply with the Academic Regulations (including the Student Code of Conduct) and our policies (with particular regard to health & safety)
- maintain an immigration status that entitles you to undertake the programme of study
- satisfy all reasonable requirements of your study including attendance
- respect the rights and sensitivities of staff and your fellow students
- comply with the terms of any third party copyright licenses the School takes out for teaching and learning purposes, details of which can be found on MyGuildhall

## **Tuition Fees (where applicable)**

Tuition fees for each academic term must be paid in full before lessons can be given and you should provide proof of payment to your teacher before commencing tuition. Students must abide by the Tuition Fee rules in their offer letter.

## **Right to cancel (where fees are payable in advance)**

If you have not received any lessons, you may cancel your enrolment with the School, without further tuition fee liability, if you confirm your withdrawal by email to the Music Office within two weeks of your initial enrolment. Notice given to teachers will not be considered valid.

We may cancel your enrolment with the School if the offer of admittance was based on false information supplied by you, if your immigration status changes and you are no longer entitled to study in the UK, or if you have broken our terms and conditions in a material way as determined by a recognised procedure (eg disciplinary committee hearing).

## **Withdrawal**

### **Official withdrawal**

A student wishing to withdraw must notify the relevant department by email as soon as possible. The date of withdrawal will be the date the student sends the email, or the last date of expected attendance where notification is provided in advance.

Tuition fees are non-refundable except under the right to cancel (see above) which only applies in the first term of study.

### **Unofficial/self-withdrawal**

A student who has expressed their intent to withdraw verbally but does not confirm this in writing, or a student who withdraws without any notification by their unapproved absence from the programme shall be deemed a self-withdrawal. The date of withdrawal from a programme will be determined by the Dean of Students or Head of Registry Services in discussion with the relevant Head of Department; the date of withdrawal will be the date on which the student was last known to have attended. The School will endeavour to contact the student to confirm that they have been withdrawn.

## **Complaints**

If you have a complaint about any aspect of your studies or the services provided to you by the School, you can raise these informally with a member of staff, or use the School's [Student Complaints Procedure](#).

## **Events outside of the School's control**

The School will not be liable or responsible for a failure to perform, or a delay in performing, any of its obligation under these terms of enrolment that are caused by an event outside of its control. In the event that an event outside of its control takes place the School will:

- Contact you as soon as reasonably possible
- Suspend only those obligations/services materially affected and keep you informed
- Restart those obligations/services as soon as reasonably possible.

The School reserves the right to alter the mode of delivery of its teaching, assessment or services in response to an event outside of its control.

## Data Processing

The Guildhall School will process personal data contained in this form or otherwise supplied by yourself or other people, for purposes connected with your studies, your health and safety, or for any other legitimate reason connected to your studies. Any information supplied by a student that is found to be false or misrepresented may lead to expulsion from the School.

Photographs and video taken during events, rehearsals, productions and concerts may be used by the School for publicity purposes. Music department concerts are recorded and may be used by the School for publicity purposes. All photographs, video and audio remain the property of the Guildhall School of Music & Drama.

Personal data supplied by a student, or gathered in relation to a student during their studies, will be used in accordance with the General Data Protection Regulation. Full details about what data we collect, why we use it, and with whom we may share it is given in the HE privacy notice which is linked to the School's overarching privacy notice. Both can be found at <https://www.gsmd.ac.uk/about-guildhall/corporate-documents/policies/privacy-notices>.

## Opt-outs

Marketing: If at any point in the enquiry, application, enrolment process you have opted in to receive marketing information you may opt out by contacting [registry@gsmd.ac.uk](mailto:registry@gsmd.ac.uk).

Key policies include but are not limited to:

- Section 5 of the Academic Regulatory Framework (including Student Code of Conduct and Disciplinary Procedure, and Academic engagement regulations and procedures: attendance monitoring, case consultation and progress review procedures, Student Complaints Procedure)
- Library Policies
- Alcohol and Substance Misuse (Student Policy)
- Relations between Staff and Student Policy
- Equality Scheme
- Safeguarding Policy
- Health & Safety Policy

All our policies are available from [gsmd.ac.uk/policies](https://www.gsmd.ac.uk/policies)

(Signing the Terms of Enrolment is a part of the enrolment process and the enrolment form is stored on the student file.)