

# Craig Smith Music

Tuition - Creation - Production - Performance

290 Tag Lane  
Ingol  
Preston  
Lancashire  
PR2 3UY

Wednesday, 23 November 2011

## Tuition Agency Terms and Conditions

Your teacher may determine his or her own personal terms and conditions regarding your tuition. However, please note the following terms and conditions that now cover all Craig Smith Music Tuition Agency transactions, bookings and cancellations, in accordance with Musicians Union standards.

### Lesson fees

- Lesson fees<sup>1</sup> are due on or before the date of the first lesson of each calendar month (or by the date specified on the invoice, where this is issued later than the first lesson of the month), for the amount of lessons the client states they intend to take within that calendar month.
- Lesson fees are subject to annual revue working to the Tax Year.
- Standing order (details and forms available on request) payment dates can be set up for any day of each month after the 6<sup>th</sup> day of each month.

### Late payments

- We understand that on occasion late payment happens and, on an irregular basis, does not cause many problems. However, regular timely payment is expected and all efforts should be made to make payments on time.
- Craig Smith reserves the right to claim statutory interest at 8% above the Bank of England base rate at the date a debt becomes overdue, in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.

### Lesson cancellations

- Lessons booked by the client and subsequently cancelled or missed are non-refundable. The teacher may, at his/her discretion, elect to credit the lesson fee to a future date but is not obliged to do/ so.
- If your teacher cannot make a lesson, you may be offered a different teacher from the Craig Smith Music Tuition Agency to cover that lesson. You are not obliged to use a different teacher and will not lose any 'credit' should you decline to do so.

### Permanent cancellation

- 28 days notice of permanent cancellation by either the student or teacher is required. You may elect or decline to have lessons within this notice period, but all lessons that would usually take place within this period (or that were booked within a standing order for this period) are to be paid for.
- Where clients pay by monthly standing order: upon expiry of this 28 day notice period, we will ensure that the balance of payment for all lessons you have had is nil; we will refund any overpayment by business cheque or request payment for any funds owed.
- Where a teacher has been subject to violent or abusive behaviour, permanent cancellation will be made with immediate effect. All lessons provided up to the date this cancellation is made should be paid for, but no further lesson fees will be invoiced; there will be no 28 days notice period to pay for.

Please return this form to your teacher. You may wish to make a copy.

I (NAME OF STUDENT OR PARENT/GUARDIAN IF STUDENT IS UNDER 18) \_\_\_\_\_  
acknowledge the above terms and conditions and am happy to do business with Craig Smith Music under them.

DATE:

ADDRESS:

SIGNED BY TEACHER:

DATE RECEIVED FROM CLIENT:

<sup>1</sup> Lesson values (common lesson lengths shown, others available) used by Craig Smith are below. Your teacher may set his/her own price structure.

	Morning (0900-1200)	Lunch (1200-1300)	Afternoon (1300-1600)	Evening (1600-close)
Hosted Lesson	£11 per 30mins	£12 per 30mins	£11 per 30mins	£12 per 30mins
Visit Lesson	£15 30min; £25 60min	£16 30min, £26 60min	£15 30min; £25 60min	£16 30min; £26 60min
Group Lesson	£9 per hour - for under 18s only - currently available Saturday & Tuesday - taught at A&C Hamilton's Music Preston			