



West Leeds Music Centre 2016-17

Enrolment

westleeds@yμες.org.uk westleedsmusic.org.uk 07528586139

Complete this form and return to the YMES office: 10 Hall Rise, Bramhope, Leeds, LS16 9JG.

Personal Details

Please note that for under 18s, the contact details we hold must be those of a parent/carer.

First Name:		Address Line 1:	
Last Name:		Address Line 2:	
Home Phone:		Address Line 3:	
Mobile:		Postcode:	
Email:			
Relevant Medical Information:		Special Educational Needs:	

For Under 18s

Date of Birth:		School Attended:	
Parent/Carer Name(s) and Relationship(s):			

Class(es)

I wish to enrol in the following class(es):

<u>Class Number</u>	<u>Class Name/Instrument</u>

Payment

- I have enclosed £___ cash (please do not send cash through the post).
- I have enclosed a cheque (made payable to 'YMES CIC') for £___.
- I have made a payment using online banking (please ask for details) for £___.

I have read and agree with the Terms and Conditions.

Signed: _____ (Parent/Carer if under 18).

TERMS AND CONDITIONS

1. Student Numbers / Lesson Lengths

We pride ourselves on the excellent teacher/student ratios in our group instrumental lessons. The session time stated includes putting the instrument together, tuning and warming up at the beginning of each class, where applicable. Should a class have too many students it may be necessary to split it into two smaller classes, and if a class has too few students its duration may be reduced or the class may be cancelled. Such decisions are at the discretion of the Head of Centre or Chief Executive and will be communicated in writing or by email to students/parents. In case of cancellation we will offer an additional class at a different time or provide a full refund for lessons not given.

2. Advertised Details

YMES reserves the right to provide different teachers to those advertised, either on a permanent or temporary basis, or to cancel any class in circumstances beyond its control. It may occasionally be necessary to alter class times due to timetabling considerations. YMES may alter the calendar in exceptional circumstances – bad weather for instance. Age suitability is for guidance only – YMES may enrol or refuse to enrol students to classes at its discretion. The location of lessons may change to another venue within the vicinity in exceptional circumstances.

3. Instruments & Equipment

Students will need their own instruments, which should be brought to lessons – except drum kit students who should just bring their sticks. YMES can provide advice on instrument hire/purchase, and we also operate a small instrument hire scheme ourselves (subject to availability). Keyboards need full size keys and batteries / a mains adaptor. Students will be asked to buy their own books for most group instrumental lessons and theory classes – details of which will be provided by the teacher.

4. Fees and Refunds

Fees are paid in advance for the term and are due by the first lesson of that term. YMES reserves the right to refuse tuition where the appropriate lesson fees have not been received/cleared on time and may fill the place with another student. No refunds can be given where students are absent from lessons/classes for any reason. Fees are non-refundable unless a class is cancelled by YMES.

5. Student Conduct

In the event of unacceptable student behaviour, a student may be excluded from a session or part-session and no refund will be made. In the event of persistent unacceptable behaviour, a student may be prevented from re-enrolment at the discretion of the Head of Centre or Chief Executive.

6. Publicity

YMES may take photographs of its activities from time to time for use in future publicity material.

7. Variation of Terms

These Terms & Conditions may be updated from time to time without prior notice, and the YMES website will display the latest version. In re-enrolling for each new term, the student (or parent/carer) indicates that they have read and agree with the most recent version.

Last Updated: 1 July 2016