



## **Terms & Conditions | Sound Foundations Music**

### **Terms**

1. These terms and conditions shall replace previous versions.
2. Clients shall be sent copies of terms and conditions by email, and notified of any changes to terms and conditions, a minimum of 30 days before the new terms come into effect.
3. Participating in lessons with Sound Foundations Music signifies that the client has read, understood and accepts these Terms & Conditions.

### **Lesson Bookings & Timings**

4. Purchasing lesson fees block books your lesson time for the term, following the course of Peter's term dates.
5. As a courtesy towards our relationship, I require 30 days written notice by email or letter if a client wishes to withdraw from lessons, at any point after having started lessons.
6. Lessons may finish a few minutes earlier than the allotted time.
7. Lessons may last a few minutes longer than the allotted time.

### **Rearranging Lessons**

8. Lessons may be rearranged if a mutually agreeable timeslot can be found within the same week (Mon – Sat) as the original lesson was booked.
9. Lessons unable to be rearranged will be treated as cancellations, if the original lesson is unable to take place.
10. Lessons that fall on bank holidays will be re-arranged to a different timeslot within the same week (Mon – Sat) or refunded.

### **Payment**

11. Invoices will be sent by email for all payments.
12. Payment is generally accepted in all forms. Bank transfer preferred.
13. Payment for lessons is due by the payment deadline set out in the invoice.
14. I reserve the right to refuse tuition for late payment.

**Peter David Morrell, Sound Foundations Music.  
Effective from 8th April 2020**

15. I charge an Admin fee to cover the cost of books bought on the client's behalf, and may also ask the client to purchase certain books at their own expense (e.g. for Grade Exams).

### **Cancellations & Refunds**

16. The client may opt to pay term fees in **one** instalment, at the start of term, whereupon one lesson cancellation per term shall be fully refunded. Refunds for cancelled lessons will be processed via the invoice for the subsequent term (subtracted from the lesson fees).
17. The client may opt to pay term fees in **two** instalments, one at the start and the second instalment halfway through term. With this option, lesson cancellations are non-refundable.
18. Lessons cancelled by the client for clear reasons of serious personal mishap, for example, serious illness or close personal bereavement, may be refunded at my discretion.
19. If a client withdraws from lessons mid-term, I shall not be bound to refund lesson fees already paid.
20. If I cancel a lesson, for example if I am ill, then the lesson fee shall be refunded. Refunds for cancelled lessons will be processed via the invoice for the subsequent term (subtracted from the lesson fees).
21. If I am obliged to cancel two or more lessons in a term, for clear reasons of serious personal mishap, such as serious illness or close personal bereavement, every effort will be made to schedule make up lessons. However, I shall not be bound to refund lesson fees already paid.
22. I reserve the right to refuse further tuition if a teaching environment becomes unduly stressful for me, for example because of bad behaviour. In such circumstances, my full reasons would be made clear to the client by letter, and I shall not be bound to refund lesson fees already paid.