

M.M.S Course Administration

Bexley Chambers, 1 Bexley Square

Manchester M3 6DB

Surname:	Forename:	Title:
Address:		Date of Birth:
Telephone: Home:	Work:	Mobile:
Highest school / college exam:		
Occupation:		
Contact in case of emergency:		
Musical ability, if any?		[please specify]
Have you any recording studio experience?		[please specify]
Do you own or have access to equipment?		[please specify]
Have you attended any related courses?		[please specify]
What are your musical interests and aspirations?		[please specify]
Course Name:		
Preferred Commencement Date:		
To be completed where you are not paying your own course fees.		
Name of parent / guardian / other	
Address of parent / guardian / other	
Phone numbers of parent / guardian / other	
Total Course Fees:	advance payment []	installments []
	registration fee enclosed []	

A cheque or Bankers Draught to cover the registration fee must be enclosed with this form to reserve a course place.
If payments are made on a weekly basis, they are due one month in advance

I have read, completed and agree to all the Terms and Conditions of Enrolment set out by
Manchester MIDI School on the reverse

Student: signed: Date:
Person paying course fees: signed: Date:

Countersigned - M.M.S. member of staff:

Definitions

The 'School' shall mean: Manchester MIDI School of Bexley Chambers, 1 Bexley Square, Manchester, M3 6DB - or other such premises as directed from time to time by Manchester MIDI School

The 'Student' shall mean:

(name).....(address).....

The 'Fee Payer' shall mean the parent, guardian or other person named overleaf who has agreed to be responsible for paying for all the course fees for the student if not paying the fees him / herself.

The 'Course' shall mean: (name of course)..... [please complete as appropriate]

'Practical Time' shall mean by way of illustration, but not limitation: Individual studio time made available to the Student by the School

1. Registration and Course Fees

The Student / fee payer agrees to pay the full registration fee when submitting their registration form and the first installment of course fees no later than 21 days prior to the date of commencement of the Course. In the event that the Student / fee payer does not pay the full registration fee with their registration form prior to the commencement date, the student's course will be cancelled by the School. If the Student advises the School, in writing, of their intention not to commence the Course within 21 days of lodging the enrolment form and registration fee, the paid registration fee will be refunded by the School. Failure to notify the School within the said 21 days will result in the registration fee being forfeited.

2. Studio Use and Fee Payment

- a) The Student acknowledges that during his / her use of the studio(s) available to the Course he / she is responsible for ensuring no equipment in such studio(s) is damaged or stolen as a direct or indirect result of an act or omission on his/her part to exercise reasonable care in all use of studio equipment.
- b) In the event that equipment in any studio(s) is damaged or stolen during the Student's use of such studio(s) as a result of an act or omission on his / her part to exercise reasonable care in such studio(s), the Student / fee payer agrees to pay all costs reasonable and necessary to replacing or repairing such equipment.

3. Late Payments

- a) A Student / fee payer's late payment of tuition fees where the method of payment agreed to over leaf is in installments will result in the School cancelling the Student's Practical Time until such a time as the Course Fees are brought up to date.
- b) Repetitive late payments may result in the School, at their discretion, terminating the remainder of the Student's course all fees paid to such date are non refundable.
- c) The School reserves the right to charge an administration fee of £25 on unpaid cheques returned by the bank.

4. Equipment Breakdown

If a Student should lose Practical Time due to equipment malfunction, his / her Practical Time will be rescheduled at such a time as shall be mutually convenient.

5. Attendance

- a) Students shall attend all lectures and complete all practical exercises as directed from the School from time to time save for reasonable absences due to sickness or accident, a doctor's note must be provided.
- b) Admission to the final examination is at the discretion of the School.

6. Course Timetable

The School reserves the right to alter course dates and course contents.

7. Practical Time

Individual studio time is booked by Students during the School's operating hours, which shall be between 12noon and 10pm, Monday to Friday; between 12 noon and 9pm Saturday and Sunday; or during such other time that shall be made available by the School at their discretion.

8. Guests' Responsibilities

- a) Students may bring guests onto the premises with the prior permission of the School. Guests or musicians accompanying Students to practical sessions must abide by the rules and regulations set by the School (copies of which are available to them for inspection in each studio).
- b) The complete responsibility for all equipment and fixtures in any studio being used by the Student and his / her guest(s) rests with the Student and the student / fee payer accepts full responsibility for any loss or damage caused to the School by any guest of the student.
- c) Any additional equipment brought in to any studio by any Student, guest, or musician is not covered by the School's insurance policy.

9. Absence

- a) Non-attendance does not excuse the student from payment of fees.
- b) Should the student need to terminate his / her course, the School requires 21 days notice in writing to be sent by recorded post or handed in to one of the School's Directors, who shall acknowledge receipt. All course fees paid are non-refundable regardless of circumstances.
- c) If a student fails to attend for a period of longer than 21 days without prior notification to the School in writing, any course fees paid will not be refunded should the student terminate his / her course place after the 21 days of non attendance regardless of circumstances.
- d) If a student is on an instalment scheme the School requires 28 days notice to terminate his / her course in writing to be sent to the school by recorded post of handed into one the School's Directors, who shall acknowledge receipt. The student will pay all course fees outstanding including the 28 days notice.

10. Student Conduct

- a) If a Student's conduct is deemed to be unsuitable to attend the School, the School reserves the right to expel the Student.
- b) All tuition fees are due up to the date of expulsion any fees paid in advance will be forfeited.

11. Satisfactory Progress Policy

Student progress shall be evaluated by periodic practical examinations and if a Student's performance falls below an acceptable level, as per teacher assessment, the Student will be required to obtain additional tuition, at no extra cost, to remain on the Course.

12. Entrance Requirements

In order to be considered for enrolment, the Student must provide a completed Registration Form (including a photograph) together with the securing Registration Fee.

13. Student Records

All Student records are kept on file at the School and can be requested by Students or their prospective employers. These records include the following information: Personal details, academic performance, payment schedules, attendance and lecturer's comments.

14. A Student enrolled / registered at Manchester MIDI School agrees to be bound by the Terms and Conditions set out in this agreement.