



University of
St Andrews

Music Centre terms and conditions

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Purpose	Terms and conditions for accessing services provided by the Music Centre

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Extension of expiry date	Published	Helen Gregory	15/12/20
1.2	Update after move to Laidlaw Music Centre	Published	Helen Gregory	19/1/21

Music Tuition

Everybody who receives individual music tuition (including scholarship students) must join the Music Centre and pay the appropriate membership fee.

Tuition fees are payable in advance for the whole semester. The first lesson is an opportunity for the student and teacher to decide whether they wish to continue. If they do not, the student must pay immediately for that one lesson. If they wish to continue, the student must pay for the whole semester's lessons (or the number that remain, if tuition starts after the beginning of the semester) **before** the second lesson. Failure to pay on time may result in the lesson space being offered to another student.

Once the Music Centre has established the initial contact with a teacher, it is up to the student and teacher to keep track of the lessons received. Timetables may be rearranged if required, by mutual agreement.

Tuition dates are published on the Music Centre website www.st-andrews.ac.uk/music. Reminders are also included in the weekly e-newsletter which is sent to all Members.

If you have to miss a lesson, please phone or email the office as soon as possible. Many teachers also give out their personal mobile phone numbers and email addresses, and often a text message is the most reliable way of letting the teacher know that you cannot attend. Please give as much notice as possible. Remember that if you do not turn up to your lesson, you are not only wasting your teacher's time, but you are also denying another student the opportunity to have a lesson at that time.

Where suitable reason and notice of unavoidable absence is given, teachers may rearrange lessons but are under no obligation to do so. If inadequate notice is given, the lesson may be forfeited at the teacher's discretion.

Only in exceptional circumstances are fees refunded.

If the teacher or student encounters any problems with their tuition, they should raise it with the office staff in the first instance.

Music Centre Groups

All participants in Music Centre choirs, orchestras and ensembles must join the Music Centre and pay the appropriate membership fee (with the exception of children who are ONLY in the Children's/Youth Choirs).

Tuition groups (e.g. children's violin group, beginners' guitar groups, beginners' bagpipe groups) are also subject to an additional tuition fee.

Practice Rooms

A maximum of one hour per day may be booked in advance by any Music Centre member. Please cancel your booking if you cannot come for any reason, to allow others to benefit from the facilities. Any room that remains unoccupied 10 minutes after the start of the booking automatically becomes available for another member to book.

No food or drink, with the exception of water in bottles/lidded cups, may be consumed in the practice rooms.

Smoking, including e-cigarettes, and the use of naked flames is prohibited.

Private teaching, unless by Music Centre Associate Teachers, is prohibited.

Please report any problems with pianos, music stands, heating etc. to the office staff.

Safety

Please familiarise yourself with the Fire Evacuation Procedure posters in each room. If the fire alarm sounds (except at 09.30 on Wednesdays when a test is performed), leave the building immediately by the nearest exit.

Lockers

Lockers are available to Music Centre members for the storage of instruments and music. Lockers must be emptied at the end of the year. Any unclaimed contents at the end of the year will be removed and disposed of.

Priority for locker use is given to members who live furthest away from the Laidlaw Music Centre, and to those who play in Music Centre ensembles. If you find that you no longer require your locker, please inform the office so that it can be allocated to another member.

The University takes no responsibility for individuals' property that is lost, damaged or stolen on the premises. Members should therefore ensure that they have their own appropriate insurance.

Instrument Hire

The Music Centre owns a large stock of musical instruments that may be borrowed by members, subject to availability. Many of these instruments are valuable and must be treated with care. Damage or loss of any instrument must be reported immediately to the Music Centre office. Any repair or replacement costs arising from a member's use of an instrument will be charged to the borrower. Instrument supplies such as reeds, strings, cork grease etc. should be replaced as required by the borrower.

All instruments must be returned at the end of each semester, unless special permission has been granted by the Director of Music.

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1.0	Migration	Published	Helen Gregory	17/6/19
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