



University of
St Andrews

Music Centre terms and conditions

Document type	Policy
Scope (applies to)	Public
Applicability date	31/07/2024
Expiry date	31/07/2026
Approved date	14/08/2025
Approver	Director of Music (Reader in Music)
Document owner	Executive Officer to the University Court and Senate
School / unit	Office of the Principal
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Extra-curricular services/Music
Purpose	Terms and conditions for accessing service provided by Music centre

Version number	Purpose / changes	Document status	Author of changes, role and School or unit	Date
2.0	Changes to locker use, room booking limit and updated link to scholarship terms and conditions	Published	Helen Gregory	28/08/2025

- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
- This document and forms associated with this document are available in an alternative format upon request.
- We encourage employees to access the [Probation webpage](#) to access FAQs regarding the probation process, and download the forms referred to in this policy.

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1. Statement

- 1.1 Terms and conditions for accessing service provided by the Music centre.

2. Purpose

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

3. Procedures

- 3.1 Tuition fees are payable in advance for the whole semester before the second lesson. The first lesson is an opportunity for the student and teacher to decide whether they wish to continue: if they do not, payment must be made straightaway for one lesson. Failure to pay on time may result in the lesson space being offered to another student.

After the Music Centre has established the initial contact between teacher and student, 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. Reminders are also included in the weekly e-newsletter which is sent to all members.

Students should inform their teacher (directly, or via the Music Centre office), giving as much notice as possible, if they have to miss a lesson.

In the case of student absence due to illness, and if practical, teachers will aim to teach online at the agreed time, or re-arrange the lesson, provided at least 24 hours' notice has been given.

Where suitable reason and notice of unavoidable absence is given, teachers may rearrange lessons but are under no obligation to do so. If less than 24 hours' 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.

3.2 Scholarships

All students in receipt of Music Centre scholarships must pay for Music Centre membership. Terms and conditions for scholarship recipients are at

<https://www.st-andrews.ac.uk/music/students/music-centre-scholarships/scholarships-and-awards/terms-and-conditions/>

3.3 Music Centre groups

All participants in Music Centre choirs, orchestras and ensembles must join the Music Centre and pay the appropriate membership fee.

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

3.4 Practice room bookings

A maximum of seven hours per week may be booked in advance by any Music Centre member, using the online booking system (or, for non-University members, via email to musicrooms@st-andrews.ac.uk). 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 and rehearsal rooms.

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

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

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

3.5 Safety

Fire Evacuation Procedure posters are displayed around the building. If the fire alarm sounds (except at 09.00 on Thursdays when a test is performed), leave the building immediately by the nearest exit.

3.6 Lockers

Lockers are available to Music Centre members for the storage of instruments and music. Access codes will be granted by office staff. Lockers must be emptied at the end of the second semester. It may be possible to extend use over the summer vacation subject to availability. Any unclaimed contents 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.

3.7 Instrument hire

The Music Centre owns a large stock of musical instruments that may be borrowed by members, subject to availability. Damage to/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.'

4. Related documents and regulatory framework

4.1 Information technology

Visitors to the Music Centre must adhere to the University's [ICT regulations](#). Any breach of these regulations will result in membership being revoked.

5. Contacts

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6. Version control

Version number	Purpose or changes	Document status	Author of changes, role and School or unit	Date
1.6	Update to include scholarship Ts and Cs and clarification of Resource Booker acces	Published	Helen Gregory	10.07.24
2.0	Changes to locker use, room booking limit and updated link to scholarship terms and conditions	Published	Helen Gregory	26.08.25