



University of  
St Andrews

## Music Centre terms and conditions

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<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.5	Review	Draft	Helen Gregory, Music Centre Manager, Music Centre	11/7/23

## **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 **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.

## **Scholarships**

All students in receipt of Music Centre scholarships must pay for Music Centre membership.

## **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.

## **Practice room bookings**

A maximum of one hour per day may be booked in advance by any Music Centre member, using the online booking system. 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, unless by Music Centre Associate Teachers, is prohibited.

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

## **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.

## **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 year. 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.

## **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.

## **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.

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1.0	Migration	Published	Helen Gregory	17/6/19
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1.2	Update after move to Laidlaw Music Centre	Published	Helen Gregory	19/1/21
1.3	Update to include ICT regulations	Published	Helen Gregory	2/3/22
1.4	Covid rules removed, children's group membership exceptions removed	Draft	Helen Gregory	1/8/22
1.5	Review	Draft	Helen Gregory	11/7/23