



Galway Music Academy: Terms & Conditions

Please read these Terms & Conditions before enrolling. They help keep everything clear and fair for everyone.

1. Payment Options

You may choose to pay:

- **Monthly (in advance)**, or
- **Termly (in advance)**.

Both monthly and termly payments operate on a **rolling agreement** with the Academy. All payments must be made by the invoice due date, including monthly and termly payments. It is your responsibility to ensure invoices do not fall into arrears.

2. Payment Method (Required)

All families must log into their account and enter a payment method when enrolling.

We strongly encourage **SEPA Direct Debit** because:

- It's secure and regulated.
- Payments are collected automatically on time.
- It avoids missed payments and late fees.
- It removes the need to remember to pay manually each month.

A valid payment method **must** be entered on all accounts, before commencing lessons. If you are paying monthly, please ensure **AutoPay** is enabled so payments are collected automatically when due.

3. Late Payments

A late fee of **5% of the invoice amount** will automatically apply to any invoice that becomes **30 days overdue**.

4. Notice Period

We require **4 weeks' written notice** if you wish to stop lessons.

This notice period allows us to:

- Adjust the calendar and lesson schedules with enough notice.
- Reallocate teacher time to other students as needed.
- Keep the timetable running efficiently for all families.



Fees remain payable during the 4-week notice period while these adjustments are made.

5. Cancellations & Refunds

- No refunds are given for lessons cancelled with less than 24 hours' notice.
- If a teacher cancels a lesson, you will not be charged.

6. Registration Fee

An annual **€15 registration fee** is added to your first invoice.

7. September Tuition Reservation Fee

Each June, we apply a **September Tuition Reservation Fee of €54** to secure your lesson slot for the new academic year.

This fee allows us to:

- Confirm which students are definitely returning before we finalise teacher timetables.
- Protect teachers from last-minute schedule gaps.
- Plan the September schedule fairly and efficiently for all families.

The €54 is handled as follows:

- If you notify us **before 1st July** that you will not be returning in September, the fee is **fully refundable**.
- If we do not receive notice by **1st July**, the fee becomes **non-refundable**, as we will have scheduled teachers based on your child's continuation.
- If your child is continuing lessons, the €54 is **credited directly toward your September tuition invoice** (it is not an additional charge).

8. Behaviour

We aim to provide a positive, respectful learning environment. Students are expected to behave respectfully toward teachers and staff. Ongoing disruptive or unsafe behaviour may result in lessons being paused or discontinued.

By enrolling and accepting these terms, you confirm that you understand and agree to the above.