

### Terms and Conditions of Enrolment

- It is requested that applicants provide more than one choice of day and time on their applications.
- Places can only be reserved with receipt of a completed application form and registration fee or full fee.
- Enrolled students are expected to attend for all Terms: inclusive of Term 1, Term 2 and Term 3 of the academic year.
- Once a student number has been issued Application Payment can be made online, by debit / credit card over the phone or by cheques made payable to The Leinster School of Music & Drama. Application fees are non – refundable and will be deducted from Term 3 Fees.
- Term Fees can be paid online at: <https://secure.griffith.ie/jm-studetails.php>.
- All term fees are payable before the commencement of each term. Failure to comply with this may result in suspension of classes until the account has been settled.
- Term fees are non – refundable.
- For security reasons we do not accept cash payments for term or application fees.
- The Leinster School of Music & Drama reserves the right to make changes to class timetables or teachers.
- Lessons cancelled or missed by students cannot be rescheduled.
- If a teacher has to cancel lessons due to unavoidable circumstances, these classes will be given later, either by extending the term or by organizing a mutually convenient time between the teacher and the student.
- If a student decides at any point to discontinue their lessons, we regret that fees cannot be refunded.
- All classes take place subject to numbers. Where the minimum number is not reached, The Leinster School of Music & Drama reserves the right to cancel the class.
- Students must attend regularly and on time for their class as this is of the utmost importance for your enjoyment and progress.
- All students under the age of 18 must be supervised at all times by a parent/guardian/carer excluding time spent in class.
- All students under the age of 18 must be collected by their parent/guardian/carer at the appointed time. There is no provision for supervision of students either before or after their class time.
- Students are expected to behave in an appropriate manner while on the premises. Respect for fellow students, teachers, staff, equipment, resources and facilities are imperative.
- We ask that all be courteous and polite to administrative and teaching staff at all times. Those who do not comply may be asked to remove the student from The Leinster School of Music & Drama.