

ROYAL HILL MUSIC ACADEMY

Terms and Conditions of Payment

(Effective from January 2025)

Registered Address: 74 Castelwood Drive, London SE9 1NG

Email: royalhillmusicacademy@yahoo.com | Telephone: 07548 774167

Website: www.royalhillmusicacademy.org

A. Definitions

- **Student:** An individual who is currently enrolled, or intends to enrol, in any course offered by Royal Hill Music Academy (hereafter “RHMA”).
- **Guardian:** A person legally responsible for the welfare of the Student, typically applicable where the Student is under the age of 18.
- **Royal Hill Music Academy (RHMA):** The educational institution delivering instruction in music, registered at 74 Castelwood Drive, London SE9 1NG.
- **Programme:** A structured series of lessons or curriculum-based instruction offered by RHMA.
- **Fees:** All charges levied for participation in a Programme, including but not limited to tuition and administrative costs.
- **Academic Year and Term Dates:** The defined teaching periods as published by RHMA, with advance notice provided to both Students and Guardians.

B. Course Fees

1. Liability for Fees

- 1.1 Upon enrolment, the Student and/or Guardian accepts full financial responsibility for the total Course Fees applicable to the enrolled term.
- 1.2 All Fees must be settled in full prior to the commencement of the Student’s first lesson of each term or half term. RHMA will provide an invoice and/or secure payment link in advance.
- 1.3 RHMA reserves the right to review and revise its fee structure on an annual basis. Fee increases, if any, will be communicated in advance of the new academic term.

2. Non-Payment and Late Fees

4. **2.1** In the event that Fees are not received by the specified due date, a late payment surcharge of £20 will be applied. Prolonged non-payment may result in the suspension or termination of the Student's place on the Programme.
5. **2.2** Continued non-payment shall result in referral of the outstanding balance to an authorised external debt recovery agency. The Student and/or Guardian shall be liable for all resultant costs, including administrative and legal fees. Such actions may negatively affect the Guardian's personal credit standing and future eligibility for payment plans with RHMA.

3. Missed Lessons

6. **3.1** A minimum of two (2) weeks' written notice is required to request the rescheduling of a lesson due to the Student's unavailability. Lessons cancelled with less than two weeks' notice shall be deemed forfeited and are not eligible for refund or rescheduling.
7. **3.2** In the event that a lesson is missed due to RHMA staff absence, RHMA shall ensure the lesson is rescheduled at a mutually agreeable time in the subsequent term.

C. Methods of Payment

1. Payment Process

8. **1.1** An invoice will be issued via email prior to the beginning of each term or half term.

2. Bank Transfer

9. **2.1** Payments shall be made in Pound Sterling (GBP) to the following account:

- • Bank: HSBC
- • Sort Code: 40-03-16
- • Account Number: 31788566
- • Account Name: Royal Hill Music Academy

10. **2.2** The Student's full name must be cited as the payment reference. A copy of the remittance advice or confirmation should be submitted to:
royalhillmusicacademy@yahoo.com.

D. Withdrawal from Programme

11. **1.1** Should a Student intend to withdraw from a Programme, a minimum of four (4) weeks' written notice must be submitted prior to the conclusion of the current term or half term.
12. **1.2** Failure to provide sufficient notice shall result in full liability for the Fees due for the subsequent half term.

Date of Effect: January 2025

These Terms and Conditions shall remain valid until formally amended by Royal Hill Music Academy.