

1. Registration Fee for Courses

- a) The Student agrees to pay the full registration fee when submitting their registration form and the first instalment of course fees no later than one calendar month prior to the date of commencement of their course. In the event that the Student does not pay the full registration fee prior to the commencement date, the school reserves the right to cancel the student's course place.
- b) If the Student advises the School of Electronic Music, in writing, of their intention not to commence the course within 28 days of lodging the registration form and registration fee, the paid registration fee will be refunded by the School. Failure to notify the School within the said 28 days will result in the registration fee being forfeited.
- c) Registration fees are a one-off joining fee and non-refundable after 28 days of the original payment date.
- d) Should a student wish to defer to another module start date (Introduction to Music Production, Advanced Music Production, Audio Engineering, Music Business or DJing modules), other than in extenuating circumstances confirmed at the School of Electronic Music's discretion, they will be liable for a re-registration fee of £300 per module to cover administration costs of re-deployment.
- e) Deferral to another start date is completely at the School of Electronic Music's discretion.

2. Guarantor / Fee Payer Obligations

- a) Where the student has selected on their registration form that they are not paying their own fees, the School of Electronic Music's terms and conditions will be legally binding to the fee payer/guarantor as well as the Student, if the student is over 18 years of age. Students will still be first and foremost obligated in this instance to be initially liable for fees.
- b) Students who are on a monthly payment plan of less than £352 will require a guarantor.
- c) Guarantors at the School of Electronic Music's request will be required to provide proof of ID, proof of address and proof of income (such as a payslip).

3. Course Cancellation Policy

- a) To cancel a full course (including all relevant modules), written notice of the cancellation must be received by School of Electronic Music at least 21 days before the original start of the relevant course. Such written notice must be sent by recorded delivery or given by hand to the Course Administrator.
- b) Cancellation with less than 21 days' notice before the original start date of the course will result in course fees remaining as payable in the normal manner. If a course is postponed, the original start date stands with regard to cancellations i.e. you will not qualify for a refund if you postpone a course and then cancel within the 21 day limit. Please note that School of Electronic Music cannot accept cancellation of any specific module(s), but only of a full course.
- c) Repeated absences from lessons does not constitute as course cancellation.
- d) If the student enrolls on any additional modules (using the 'Additional Module Registration Form') and then cancels this additional module at any point (either before or during the module, for whatever reason) then they will be liable for the full additional module's fees at the agreed payment plan.

4. Studying Modules in parallel with other modules within Diploma Study

- a) At School of Electronic Music's discretion, students may study their course modules in parallel with other modules (Introduction to Music Production, Advanced Music Production, Audio Engineering, Music Business and DJing) rather than sequentially.
- b) Studying modules in parallel with other modules may not be possible unless the student is on a termly or advanced payment plan with the school, or, that the student may be able to pay the upfront cost for the price of the module they are wishing to study in parallel. This is at no extra overall cost for the price of their course.
- c) Should a student commit to the DJ module within their study and then wish to re-deploy, they will have to pay the full amount of the course to re-deploy.

5. Studio Usage, Liability and Fee Payment

- a) The Student acknowledges that during their use of the studios available to them on the course, they are responsible for ensuring no equipment in such studios is damaged or stolen as a direct or indirect result of an act or omission on their part to exercise reasonable care in all use of studio equipment.
- b) In the event that equipment in any studios is damaged or stolen during the student's use of such studios as a result of an act or omission on their part to exercise reasonable care in such studios, the Student agrees to pay all costs reasonable and necessary to replacing or repairing such equipment.
- c) Students are advised that if they discover equipment in the school is damaged or broken, that they inform a member of staff immediately so that it can be dealt with accordingly.
- d) If a Student should lose practical time due to equipment malfunction, their practical time will be rescheduled at a time which is mutually convenient.
- e) The student will be shown safe listening levels and monitoring procedure at relevant points during their chosen course of study. The student will also have access to an SPL meter on request. The student therefore acknowledges that it is their own responsibility to protect their hearing and any guidelines not followed by the student resulting in damage to student's hearing is not the responsibility or fault of School of Electronic Music.

6. Fee Payments and Late Payments

- a) All fees paid to the School of Electronic Music are non-refundable, however, they are transferrable at the School's discretion.
- b) A Student's late payment of tuition fees can result in the School of Electronic Music, at their discretion, cancelling the Student's practical time and access to lessons, until the course fees are brought up to date.
- c) Late payments may result in the School of Electronic Music, at their discretion, terminating the remainder of the Student's course. In this instance, the student would be liable for all fees as outlined in section 3.
- d) The School reserves the right to charge an administration fee of £25 on unpaid cheques returned by the bank.
- e) Any late payments for course fees will incur a charge of £25 per week.
- f) Any re-sit examinations the student has to undertake due to low scoring (less than 50%) or absence from examination will incur an administration fee of £40 per re-sit to cover the costs of an invigilator.
- g) If the student is behind on fee payments then the school withholds the right to disallow them to DJ at their final DJ club visit.
- h) Certificates for courses will not be awarded until course fees have been paid in full.

7. Attendance

- a) Students shall attend all lectures and complete all practical exercises as directed from the School. Any absences must be reported to the school along with valid evidence in order for these absences to be authorised. Once authorised, at the School of Electronic Music's discretion, catch-up lessons for the student may be awarded.
- b) Non-attendance, for whatever reason, does not excuse the student from payment of fees. Students should refer to section 3 if they wish to cancel their course place.
- c) If a student fails to attend for a period of longer than 21 days without prior notification to the School in writing, the school reserves the right to terminate the student's course place. This is at the school's discretion.
- d) Admission to the final examination is at the discretion of the School.

8. Course Timetable

- a) The School reserves the right to alter course start dates, lesson dates and course content.

10. Practical Time

- a) Students who are on a course which allows for individual studio time must abide by the School's operating hours, which shall be between 10am and 10pm, Monday to Friday, and between 12pm and 9pm on Saturday and Sunday. Last entry to the school is two hours prior to closing. Pre-booking is always advised to avoid disappointment.
- b) DJ Students on the 16 Week DJ Course or DJ module of their diploma will have access to the DJ suites for 20 weeks from their DJ module start date. Access beyond this is at the School of Electronic Music's discretion.
- c) DJ Students can only book in up to 2 x 4hr DJ suite practice slots at any one time. Non-attendance of pre-booked sessions will result in reduced access and potentially disciplinary action.
- d) DJ Students are always advised to bring CDs as well as USBs, in the event that the designated DJ decks are out of use for that suite.
- e) The School reserves the right to change the DJ decks setup in the DJ suites without prior warning.

11. Adding / cancelling modules of your diploma course

If you have enrolled for a diploma course up to and including September 5th 2016:

Audio engineering module cancellation

£120 to cancel the Audio Engineering module if cancelled anytime between the student's Music Production start date up until 28 weeks from the Music Production course start date. £360 to cancel the Audio Engineering module if cancelled anytime beyond 28 weeks from the student's Music Production start date.

Music business cancellation

If the student is studying the Audio Engineering prior to the Music Business module.

£120 to cancel the Audio Engineering module if cancelled anytime between the student's Music Production start date up until 40 weeks from the Music Production course start date.

£360 to cancel the Audio Engineering module if cancelled anytime beyond 40 weeks from the student's Music Production start date.

Music Business cancellation, if the student is not studying the Audio Engineering module, or was planning to study the Music Business and Audio Engineering module concurrently £120 to cancel the Music Business module if cancelled anytime between the student's Music Production start date up until 28 weeks from the Music Production course start date. £360 to cancel the Music Business module if cancelled anytime beyond 28 weeks from the student's Music Production start date.

To add modules to your course:

1) It is possible to add additional modules to your course. Speak to a course advisor regarding adding modules to your course and adapting your payment plan. At the School of Electronic Music's discretion, a £300 registration may be required to add additional modules such as: Introduction to Music Production, Advanced Music Production, Audio Engineering or Music Business.

If the DJ module is added as a standalone course, the payment plans can be found by clicking 'enrol' on :
<https://www.schoolofelectronicmusic.com/16-week-course>

If the Electronic Music Composition is added as a standalone course, the payment plans can be found by clicking 'enrol' on :
<https://www.schoolofelectronicmusic.com/music-composition>

12. Responsibility of Guests

- a) Students may bring guests onto the premises with the prior permission of the School. Guests must be signed in officially at Reception and obtain a visitor's pass. Guests or musicians accompanying Students to practical sessions must abide by the rules and regulations set by the School (copies of which are available in each studio). It is the Student's responsibility to inform their guests of the School's rules and regulations, particularly section 5.
- b) The complete responsibility for all equipment and fixtures in any studio being used by the Student and their guest(s) rests with the Student.
- c) The Student/fee payer accepts full responsibility for any loss or damage caused to the School by any guest of the student.
- d) Any additional equipment brought in to any studio by any Student, guest, or musician is not covered by the School's insurance policy.

13. Student Conduct

- a) If a Student's conduct is deemed to be unsuitable for them to attend the School, the School reserves the right to expel the Student from the building and their course. The School of Electronic Music's Student Learning Agreement and detailed code of student conduct is readily available, please request one from a course administrator.
- b) In the event of an expulsion, all tuition fees will be due.

14. Booking and Re-Booking Private Lessons

- a) The school requires that private lessons are paid for in full at least 72 hours prior, or the lesson(s) cannot be confirmed.
- b) Once payment has been received for lessons and discussion has been had between yourself and SEM Office / the Tutor, you will receive a confirmation email with the agreed dates and times of the lessons that have been agreed. This will act as confirmation of your lessons. Please ensure you diary these dates, as SEM will not remind you of these lessons beyond the initial email confirmation.
- c) If you need to change your lesson date(s) or time(s) please contact SEM during office hours, Monday - Friday 10am - 6pm on 0161 833 4722, or email info@semmanchester.com. Leaving a voicemail does not qualify as suitable notice.
- d) Lessons that are cancelled or re-scheduled within 48hrs of the lesson's agreed starting time will still be charged for, and no refunds will be due.
- e) If your lesson is booked for a Monday morning and you need to re-schedule for outside of office hours on a Friday, please contact the tutor directly via email. If your tutor does not respond, then re-booking the lesson cannot be confirmed. Please refer to point d) for clarification on the 48-hr cut off window.

15. Satisfactory Progress

- a) Student progress shall be evaluated by periodic practical examinations.
- b) If a Student's performance falls below an acceptable level, as per teacher assessment, the Student will be required to commit to additional studio time within the school, at no extra cost, to remain on the course.

16. Student Records

- a) All Student records are kept securely on file at the School and can be requested by Students or their prospective employers, which will be provided when written confirmation from the Student is received. These records will be held by the School of Electronic Music for up to six years.
- b) These records include the following information: Personal details, academic performance, payment schedules, attendance and lecturer's comments.
- c) Students are required to keep personal backups of all work submitted, should it need to be requested at a later date.

17. Grievance Procedure

- a) If a student has a complaint or grievance about any aspect of their course, it should be raised with an appropriate person (e.g. Course Tutor / Course Administrator / Student Welfare Officer) at the earliest opportunity.
- b) School of Electronic Music will make every effort to deal with complaints sympathetically. If the dispute is unresolved, the student may take the complaint, grievance, or appeal to the School's Manager, Tom Lonsborough (tom@semmanchester.com), or Principal, Damian Fiedler (damian@semmanchester.com), by emailing them, or writing to them at: School of Electronic Music,

18. Law and Jurisdiction

- a) These Terms and Conditions shall be governed by English law and the courts of England and Wales shall have exclusive jurisdiction over any claim, dispute or difference which may arise out of them.

Online Courses

All courses and materials are owned, created, operated and managed by School of Electronic Music.

1. Course Fees & Enrolment

- a) Course fees must be received in advance of the course start date in order to allocate you a place.

2. Amendments to Course Start Date

- a) Students who wish to make changes to their course start date must apply in writing at least 14 days before the course is due to start. No changes can be made after this point.

3. Withdrawal from online Courses

- a) If for any reason you wish to withdraw from your online course, we ask that you notify us in writing at least 14 days before the commencement date, stating the reasons for your withdrawal. Refunds may be given at the sole discretion of School of Electronic Music only if written notice is received in the required time period. Please note that you can only apply for a refund before the 14 day notice period. If you withdraw from the course when this notice period has elapsed, then the fees are non-refundable.

4. Student Conduct

- a) School of Electronic Music expects all students to treat the staff, facilities and their classmates with due respect. The school reserves the right to expel any student who uses the chatroom and forum to post material that may be deemed abusive or offensive. In such cases, fees are non-refundable.

Course Schedule

- a) School of Electronic Music reserves the right to make changes to the dates, times, prices, tutors and contents of the courses without prior notice.

19. Omni Capital Retail Ltd. Finance

- a) Students that accept and sign a finance agreement with Omni Capital Finance are bound by their terms and conditions in addition to School of Electronic Music's terms and conditions.
- b) By agreeing to School of Electronic Music terms and conditions the student accepts that School of Electronic Music will not be held accountable for any finance that the student has agreed to. Any and all finance they have agreed to will be dealt with directly with Omni Capital Finance.
- c) By agreeing to Omni Capital Finance's terms and conditions, a student accepts that, should they leave a course at School of Electronic Music for any reason including and not limited to: repeated absences from lessons, sickness, any other reason of non-attendance or cancelation for whatever reason, that the agreement they have with Omni Capital Finance cannot be canceled, refunded or put on hold. All agreements with Omni Capital Finance will stand and the student will continue to repay the finance as agreed. The student agrees that School of Electronic Music will not be accountable for any finance that the student has agreed to.
- d) The student agrees that their contract with Omni Capital Finance is their responsibility and should they have any grievances they agree that School of Electronic Music will not be involved for any reason whatsoever.

A Student enrolled / registered at School of Electronic Music agrees to be bound by the Terms and Conditions set out in this agreement.

All terms and conditions are subject to change at the school's discretion, current terms and conditions are available upon request from the School.

SEM TERMS & CONDITIONS

MAY 2017

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