

WorldPay Secure Payment System



BYMT offers musical activities for children, young people and adults both in person and online. Invoices are issued termly and payable in advance of the musical activity and by the due date. Late payment may incur an administration fee.

We reserve the right to make changes to lesson times, tutors and rehearsal venue.

Once booked, the activity will be deemed to be continuous and you need not reapply each term.

If you wish to discontinue **instrumental/vocal lessons** you should de-register through SpeedAdmin by the last school day before half term to take effect from the end of that term. If you discontinue lessons at the start of a term you will be liable for that term's fee. If you discontinue lessons after half term you will be liable for the following term's fee. However, due to the long summer break, students giving notice to discontinue lessons by the last school day of the Summer term will only be charged half a term's fee in lieu of notice.

Refund Policy In the event of wishing to discontinue lessons at the end of a payment period (Autumn, Spring, Summer), you agree to give a minimum of five weeks' notice in writing to BYMT. You also agree that no refund of fees will be due to you for notice given within term.

Ensemble Membership can be cancelled at any point during the term but that full term's fees are due and non-refundable. New members can de-register and claim a refund of fees if they decide not to continue after the first week of attendance.

One term of **Instrument Hire** must be paid before the instrument can be collected. Instrument hire can be cancelled by returning the instrument to the BYMT office. Charges will be adjusted accordingly.

Data Protection Your data will be handled in accordance with the Data Protection Act 1998. Your details will only be used by BYMT in adherence to our privacy policy. We will never give your information to other organisations to use for their own purposes.

Full details of all BYMT policies can be found on our website www.bymt.co.uk

Bromley Youth Music Trust, Southborough Lane, Bromley, BR2 8AA. Charitable Company 1031590



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