



ABBEY ROAD INSTITUTE TERMS & CONDITIONS

Advanced Diploma in Music
Production and Sound
Engineering

Student Terms & Conditions / Definitions:

The following terms are used in this agreement

- (a) "Date of Commencement" - the first day on which the Course commences.
- (b) "Course" - the series of classes and workshops offered by the Institute.
- (c) "Institute" - Abbey Road Training Ltd t/a Abbey Road Institute.
- (d) "Registration Fee" - the sum of money payable by the applicant upon application to a Course.
- (e) "Acceptance Fee" - the sum of money payable by the applicant to accept the Institute's offer a place on the Course. This will either be the first instalment payment (Plan A) or the balance of the Course Fee (Plan B).
- (f) "Portfolio" - music files submitted with application documents.
- (g) "Fee and Start Times" the officially published fees and schedules of the Institute.
- (h) "Plan A" is a course fee payment plan whereby the student pays the registration fee then balance of fees in equal monthly instalments over the duration of the course. All pro rata refund calculations will be calculated from the Plan A fee.
- (i) "Plan B" is a "reduced" course fee payment plan whereby the student pay the registration fee following by the full course fee balance.

1. Admission and Fees

- 1.1. Applicants for all Courses must be a minimum age of 18 years old and meet the entry requirements.
- 1.2. All applicants must provide evidence of their educational achievements or relevant experience.
- 1.3. To clarify an applicants eligibility to study in the UK all applicants must provide a copy of the photo page and front cover of their passport. EU identity cards are also accepted.
- 1.4. International applicants must provide a copy of their visa to evidence their legal right to study in the UK.
- 1.5. Submitting an application does not automatically guarantee a place on the Course.
- 1.6. Once we have received a completed application form with the relevant supporting documentation and the Registration Fee, the Institute will review the application documents and Portfolio. If successful the Institute will contact the applicant to arrange an interview.
- 1.7. On making an application, the applicant must pay a Registration Fee. The Registration Fee shall be deemed a deposit which shall be refunded to the applicant in full should the applicant be unsuccessful in progressing beyond the first stage of the application process.
- 1.8. If an applicant is called for interview but is unsuccessful in being selected for a Course, the Registration Fee will be refunded by the Institute less an administration charge of GBP £150.
- 1.9. On being offered a place on the Course, the applicant agrees to pay the the first instalment if paying under Plan A, or the full balance if paying under Plan B within 14 days from the date of the offer.
- 1.10. Payment of the full Course fee or the first instalment shall be considered as the applicant's acceptance of the Institutes' offer of a place on the Course.
- 1.11. If a formal acceptance is not received within 14 days the Institute will automatically withdraw the offer of a place on the Course. The paid Registration fee will not be refunded.

1.12. If a applicant advises the Institute, in writing, of their intention not to commence the Course, WITHIN 14 days of being offered a place, the paid Registration Fee will be refunded by the Institute less an administration charge of GBP £150.

1.13. If an applicant advises the Institute, in writing, of their intention not to commence the Course AFTER 14 days of being offered a place, the paid Registration Fee will not be refunded.

1.14. If an applicant pays the Acceptance Fee and advises the Institute in writing of their intention not to commence the Course WITHIN 14-days, the Acceptance Fee will be refunded in full. The paid Registration Fee will not be refunded.

1.15. If an applicant pays the Acceptance Fee (Plan A) and advises the Institute in writing of their intention not to commence the Course AFTER 14-days, the Acceptance Payment will not be refunded. The paid Registration Fee will not be refunded.

1.16. If an applicant pays the Acceptance Fee (Plan B) and advises the Institute in writing of their intention not to commence the Course AFTER 14-days, the Acceptance Payment will be refunded minus the value of the Plan A Acceptance Fee (first instalment) advertised at the time of application. The paid Registration Fee will not be refunded.

1.17. If, due to extenuating circumstances such as injury, illness or financial hardship, an applicant is unable to undertake the Course for which he/she has accepted an offer, any fees paid can be transferred to the next available Institute Course. Notification must be received by the Institute in writing with evidence to corroborate his/her extenuating circumstances. All transfers must be approved by the Campus Manager. Applicants will be subject to the most recent tuition fee as published on the [Institute's website](#).

1.18. In the event of late payment of tuition fees (Plan A) the Institute reserves the right to suspend a student from their Course and remove their access to the Institute's facilities. A late payment fee of GBP £40 will apply.

1.19. The applicant is responsible for paying all additional banking fees such as international transfer charges.

1.20. The applicant accepts that the Institute has the right to refuse enrolment at any point during the application process. This decision is at the discretion of the Campus Manager.

1.21. Additional minor charges may be levied by the Institute, e.g merchandising, special release literature, field trips or similar.

1.22. VAT is included in our Course fees.

2. Deferment and Cancellation

2.1. Students may request to defer their studies to the next available course upon giving one month's written notice of such deferment.

2.1.1. The final decision regarding an students deferment rest with the Campus Manager.

2.1.2. Unless approved by the Campus Manager, students who defer their studies must recommence from the beginning of the term they were enrolled on at the time of deferment.

2.1.3. At the time of deferment all Course fees must be paid up to the end of the student's current term. In addition a deferment fee equal to one months' tuition fees (Plan A) must be paid.

2.1.4. Recommencing Plan A students will be charged the Course fee advertised at the time of recommencement. Plan B students must pay the difference between the course fee paid and the Course fee at the time of recommencement.

2.1.5. All deferments are subject to availability. Students will be allowed to join the first subsequent course that is not fully subscribed.

- 2.2. Students cancelling their studies prior to the scheduled completion date of the Course must provide the Institute with one month's written notice of such deferment.
- 2.2.1. At the time of cancellation all tuition fees must be paid up to the end of the student's current term.
- 2.2.2. A cancellation fee equivalent to 5% of the total Plan A course fee will apply.
- 2.2.3. Students who cancel their studies and have paid the full course fee (Plan B) will receive a refund for any full term they have not attended minus the course cancellation fee.
- 2.2.4. Students that cancel their studies and wish to re-join at a later date must start from the beginning of the Course and pay the latest Course fee in full.
- 2.3. Students must resume their studies within one year from the end date of their course. This time period can be extended at the discretion of the Campus Manager.
- 2.4. All cancellations and deferment fees are non-refundable.
- 2.5. Non attendance of classes does not constitute formal deferment or cancellation of the Course.
- 2.6. In the event of a refund being given, the Institute will provide a written statement indicating how the refund amount has been calculated.
- 2.7. If a student fails a section of the Course, they may be allowed to repeat the required units of the Course. Repeated sections will be billed at the tuition fees current at the time of retake.
- 2.8. If a student is expelled from the Institute they will not receive a refund. Plan A students will be liable to pay all outstanding Course fees.
- 2.9. Where a student is unable to complete or defer their studies due to critical illness or death, the Institute will issue a pro-rata refund. The refund amount is calculated from the start of the week following notification and is determined by the number of study weeks remaining. Claims must be requested in writing and officially evidenced by the student or a representative.

List of critical illnesses:

- Alzheimer's disease
- Aortic surgery
- Aplastic anaemia
- Bacterial meningitis
- Benign brain tumour
- Blindness
- Cancer (life-threatening)
- Coma
- Coronary artery- bypass surgery
- Deafness
- Heart attack
- Heart valve replacement
- Kidney failure
- Loss of independent existence
- Loss of limbs
- Loss of speech
- Major organ transplant
- Major organ failure on waiting list
- Motor neurone disease
- Multiple sclerosis
- Occupational HIV infection
- Paralysis
- Parkinson's disease
- Severe burns
- Stroke (Cerebrovascular accident)

3. Course Content, Copyright and Student Data

- 3.1. Students acknowledge that the Institute is entitled to change the content of the Course in which the student is enrolled at any time.
- 3.2. The Institute reserves the right to alter the scheduled time and venue of the classes. In the event of changes to scheduled Courses prior to the Date of Commencement the student shall be notified of these changes in writing.
- 3.3. Copyright in all Course materials remains that of the Institute. Any unauthorised reproduction or transmission of any part of the Course materials, whether electronically or

otherwise, will constitute an infringement of copyright. No part of the materials may be lent, resold or hired out for any purpose without the prior written permission of the Institute.

3.4. Students are not allowed to use the Institute's computers and network to download or share copyright protected material of any kind without the express permission of the copyright owner. UMG, Abbey Road Studios and Abbey Road Institute take copyright matters extremely seriously. The Campus Manager reserves the right to suspend or expel students for infringing copyright law.

3.5. The use of peer to peer software on students laptops and mobile devices is strictly prohibited. Use of such file sharing software is a violation of UMG corporate policy.

3.6. The Institute treats all student data as confidential and will only divulge such information to third parties when required to do so by law or for internal operational purposes. Parents and sponsors will only be provided with information if written permission has been granted by the student in writing.

3.7. The copyright in any recording made while in attendance at the Institute is retained by the Student. Recordings made by the student during his or her attendance can be used by the Institute for marketing and promotional purposes.

3.8. When acknowledging use of the Institute's facilities, Students must state that recordings or productions have been made at "Abbey Road Institute" not "Abbey Road Studios".

3.9. Images of students taken at the Institute's premises or workshops are the property of the Institute and can be used for marketing and promotion by the Institute.

3.9.1 Students must request permission from the Campus Manager before posting images and videos on social media.

3.9.2. Unless given special approval by the Campus Manager, Students are restricted from taking photos inside Abbey Road Studios.

3.10. Abbey Road Training Ltd is registered under the Data Protection Act 1998 for holding personal data. Abbey Road Training Ltd has a duty to protect this information and to keep it up to date.

4. Student & Visitor Conduct

4.1. Students are expected to conduct themselves in a responsible and considerate manner whilst attending the Institute. If a student's conduct is, in the opinion of the Campus Manager, unsuitable, the student will be subject to the disciplinary action in line with the procedures set out in the Student Handbook. This may result in the Student being suspended or expelled. The Student Handbook is provided on the first day of the course but is available at any time **upon request**.

4.2. While on our premises, students are required to comply with the Institute's Health & Safety policy.

4.3. Students are expected to attend all classes. After three unexcused missed classes students will receive a verbal warning. After six missed classes students will receive a written warning. After nine unexcused missed classes students will receive a second written warning. After ten unexcused missed classes the school reserve the right to terminate a students course of study.

4.3.1. Absences may be excused if the student notifies the Programme Director or Campus Manager in advance of their class.

4.4. To help optimise facility usage student bookings are continually monitored. After one unexcused no show a student will receive a verbal warning. After two unexcused missed sessions a student will receive a first written warning. After three unexcused missed sessions a student will receive a second written warning. After four missed sessions

students will be subject to disciplinary actions and may not be allowed to use the facility until the end of their current term.

4.4.1. Missed sessions may be excused if the student notifies the on duty technician, Programme Director or Campus Manager in advance of their booking.

4.5. Visitors accompanying students to the Institute must abide by these Terms and Conditions and the rules and regulations of the Institute.

4.5.1. Upon arrival all visitors must sign into a visitor log book.

4.5.2. Visitors will be issued with a temporary visitor pass which must be worn at all times whilst on-site.

5. Facilities and Equipment

5.1. The Institute reserves the right to cancel the student's booked practical time with reasonable cause. All attempts will be made to notify the student of such cancellation in a timely manner.

5.2. Students are responsible for the safe keeping of all of the Institute's equipment used during their practical sessions. Students agree to exercise proper and reasonable care when handling this equipment. If equipment is lost or damaged because of a student's failure to observe correct operating procedures or exercise due care, the student will be held liable for the cost of repairing or replacing the equipment.

5.3. Responsibility for all equipment and fixtures during sessions rests with the student. The Institute accepts no responsibility for loss, damage or theft of student's personal belongings or equipment. For the avoidance of doubt, the Institute's insurance policy does not cover students' own personal belongings or equipment for any damage, loss or theft.

6. Miscellaneous

6.1. These Terms and Conditions and accompanying Rules and Regulations and your acceptance to them shall be an agreement governed by and construed in accordance with the Laws of England, whose courts shall have exclusive jurisdiction for the settlement of any disputes arising hereunder.

6.2. The Course is not transferable to any other party.

6.3. Qualifying students may be eligible to transfer their studies between global Abbey Road Institutes. This is subject to availability and the approval of both Institutes's Campus Manager.

6.4. By accepting these terms and conditions and accompanying rules and regulations you enter into an agreement with the Abbey Road Institute which regulates the relationship between you and the school.

6.5. If any part of this agreement is held invalid or unenforceable, that portion shall be construed in a manner consistent with applicable law to reflect, as nearly as possible, the original intentions of the parties, and the remaining portions shall remain in full force and effect.

6.6. The Institute reserves the right to change these terms and conditions as well as Course names, details, content, length and times without notice. Any such changes will be notified on the Institute's website and portal.