



# ABBEY ROAD INSTITUTE

## Abbey Road Institute Mumbai

### Advanced Diploma in Music Production and Sound Engineering

#### Term and Conditions (January 2026) v2.2

#### Definitions:

1. 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”** - AR Institute LLP t/a Abbey Road Institute Mumbai.
  - d. **“Application 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 for a place on the Course. This will be the Signup Fee Amount payable under Plan A & B, or the balance Course Fee via full payment as per Plan C. If the intake commences in fewer than 30 days and the student has opted for Plan B (term-wise), the pre-Term 1 installment is payable immediately. In the event of a late registration under Plan B where the subsequent month has already started, the 1st installment shall be due immediately along with the acceptance fee.
  - f. **“Portfolio”** - music files submitted with application documents.
  - g. **“Fees and Start Times”** the officially published fees and schedules of the Institute.
  - h. **“Plan A”** is a term-wise payment plan for the Course Fee, whereby the student pays the Application Fee, a Signup Fee and the subsequent balance of fees prior to each term - 50% (of total fees) before term 1, 30% before term 2, and 20% before term 3.
  - i. **“Plan B”** is a monthly installment payment plan for the Course Fee, whereby the student pays the Application Fee, a Signup fee, and the 12 equal part monthly installments.
  - j. **“Plan C”** is a “reduced” Course Fee payment plan whereby the student pays the Application Fee followed 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 applicant's eligibility to study in India, all applicants must provide a copy of the first and last pages (photo and address pages) of their **passport**.
- 1.4. International applicants must provide a copy of their **visa** to evidence their legal right to study in India or must meet the criteria as outlined in the Visa Compliance Policy.
- 1.5. **Submitting an application does not automatically guarantee a place on the Course.**
- 1.6. The First Stage (**Pre-assessment**) - Once we have received a completed application form with the relevant supporting documentation and the Application 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 an **Application Fee**. The Application 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 Application Fee will be refunded by the Institute less an Administration Charge of INR 5,000. If an applicant is unsuccessful after either the First Stage or the Interview Stage, they can re-apply in the future provided they have addressed all the gaps in knowledge identified during either stage. The applicant will need to re-submit a full application and pay the full Application Fee again.
- 1.9. **On being offered a place** on the Course, the applicant agrees to select a payment plan and make a payment within **14 days** from the date of the offer as per their choice of plan below:
  - 1.9.1. **Plan A - the Acceptance Fee** amount as stipulated for Plan A.  
**Note** - If the intake commences in fewer than 30 days from the date of the offer letter, the Pre-Term 1 instalment shall also be due and payable immediately.
  - 1.9.2. **Plan B - the Acceptance Fee** amount as stipulated for Plan B.  
**Note:**
    - 1.9.2.1. The first of the 12 monthly installments will be paid on the 1st day of the Month immediately after the intake commencement (eg: 1st installment for a 30th March commencement would be 1st April, and for a 10th August intake would be 1st September).
    - 1.9.2.2. The last installment will usually line up with the month immediately after graduation.
    - 1.9.2.3. In the event of a late registration where the subsequent month has already started, the 1st installment shall be due immediately along with the acceptance fee.

- 1.9.3. **Plan C** - the **Acceptance Fee** amount as stipulated for Plan C, which is the **full balance tuition fees**.
- 1.10. **Payment of the full Course fee or a first instalment** shall be considered as **the applicant's acceptance** of the Institute's 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.
- 1.12. If an applicant advises the Institute, in writing, of their intention **not to commence the Course**, **WITHIN 14 days** of being offered a place, the paid Application Fee will be **refunded** by the Institute less an **Administration Charge** of INR 5,000.
- 1.13. Students are **not allowed to change the payment plan** chosen once the Course has started.
- 1.14. 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 Application Fee will **not be refunded**.
- 1.15. If an applicant **pays the Acceptance Fee**, and advises the Institute in writing of their **intention not to commence the Course** at any point, the Acceptance Fee as well as the Application Fee **will not be refunded**.
- 1.16. If, due to **extenuating circumstances** such as injury, illness or financial hardship, an applicant is unable to undertake the Course for which they have accepted an offer, any **fees paid can be transferred** to the next available course intake. Notification must be received by the Institute in writing with **evidence to corroborate** their extenuating circumstances. All transfers **must be approved by the Institute Director**. Applicants will be subject to the most recent tuition fee as published on the institute's website.
- 1.17. The applicant is responsible for paying any additional bank, card, transaction, remittance or government fees and charges.
- 1.18. 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 Institute Director.
- 1.19. **Additional minor charges** may be levied by the Institute, e.g. merchandising, special release literature, field trips or similar.
- 1.20. **GST is excluded** in our Course fees, and the applicant will be charged this in accordance with government guidelines at the stipulated rate.

## 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, at least one month prior to the commencement of their original intake.
- 2.2. The **final decision** regarding a student's deferment rests with the **Institute Director**.
- 2.3. Unless otherwise decided or approved by the institute Director, students who defer their studies must **re-commence from the beginning of the term** they were enrolled on at the time of deferment.

- 2.4. 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-tenth the total tuition fees as per Plan A** must be paid.
- 2.5. Recommencing **Plan A & B** students will be charged the Course fee advertised at the **time of recommencement**. **Plan C** students must **pay the difference** between the course fee paid and the Course fee at the time of recommencement.
- 2.6. All **deferments are subject to availability**. Students will be allowed to join the first subsequent course that is not fully subscribed.
- 2.7. 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 cancellation.
- 2.8. **No refund will be provided at the time of cancellation.**
- 2.9. 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.
- 2.10. Students who have **deferred** 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 Institute Director.
- 2.11. **All cancellations and deferment fees are non-refundable.**
- 2.12. **Non attendance** of classes does not constitute **formal deferment or cancellation** of the Course.
- 2.13. If a student **fails a Term** of the Course, they may be **allowed to repeat** the required Term of the Course. Repeated sections **will be billed** at the tuition fees current at the time of retake.
- 2.14. **If a student is expelled from the Institute they will not receive a refund.**
- 2.15. Where a student is unable to complete the course or defer their studies due to **critical illness or death**, the Institute **may consider issuing 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:**

- 2.15.1. Alzheimer's disease
- 2.15.2. Aortic surgery
- 2.15.3. Aplastic anaemia
- 2.15.4. Bacterial meningitis
- 2.15.5. Benign brain tumour
- 2.15.6. Blindness
- 2.15.7. Cancer (life-threatening)
- 2.15.8. Coma
- 2.15.9. Coronary artery - bypass surgery
- 2.15.10. Deafness
- 2.15.11. Heart attack
- 2.15.12. Heart valve replacement
- 2.15.13. Kidney failure
- 2.15.14. Loss of independent existence
- 2.15.15. Loss of limbs

- 2.15.16. Loss of speech
- 2.15.17. Major organ transplant
- 2.15.18. Major organ failure on waiting list Motor neurone disease
- 2.15.19. Multiple sclerosis
- 2.15.20. Occupational HIV infection
- 2.15.21. Paralysis
- 2.15.22. Parkinson's disease
- 2.15.23. Severe burns
- 2.15.24. 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, Abbey Road Institute, Abbey Road Institute Mumbai and Bay Owl Studios take copyright matters extremely seriously. The Institute Director 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 Abbey Road Institute Mumbai 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 of any recording made while in attendance at the Institute is retained by the Student. Recordings made by the student during their 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 Assistant Manager before posting images and videos on social media.
- 3.9.2. Unless given special approval by the Assistant Manager, Students are restricted from taking photos inside Bay Owl Studios.
- 3.10. AR Institute LLP, trading as Abbey Road Institute Mumbai, complies with the Digital Personal Data Protection Act, 2023 (and, to the extent applicable, the Information Technology Act 2000 and its associated Rules) in respect of the collection, processing and storage of personal data. AR Institute LLP 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 Academic & Student Coordinator, unsuitable, the student will be subject to 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. Students must achieve a grade of 80% or above in order to pass the course.
- 4.3. While on our premises, students are required to comply with the Institute's Health & Safety policy.
- 4.4. 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 reserves the right to terminate a student's course of study.
- 4.4.1. Absences may be excused if the student notifies the Programme Director or Campus Manager in advance of their class.
- 4.4.2. Students must achieve a minimum attendance of 90% in order to pass the course.
- 4.5. 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.

- 4.5.1. Missed sessions may be excused if the student notifies the Academic Facilitator or a designated person at least 48 hours in advance of their booking.
- 4.5.2. For every session missed after two unexcused missed sessions, the student will be charged a fee as per the below mentioned rates:
  - 4.5.2.1. Tech Lab - ₹500/hr
  - 4.5.2.2. Production Suite - ₹1,000/hr
  - 4.5.2.3. Studios A, B & C - ₹2,500/hr
- 4.5.3. Students will not be allowed to book the facility until previous missed session penalties have been cleared, and their usage approved by the Academic Facilitator.
- 4.6. Students bringing in visitors need to submit the visitor form at least 48 hours in advance. Approval is mandatory.
- 4.7. Visitors accompanying students to the Institute must abide by all these Terms and Conditions as well as the rules and regulations of the Institute and Bay Owl Studios.

## 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 safekeeping 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 students' personal belongings or equipment. For the avoidance of doubt, neither Abbey Road Institute Mumbai's nor Bay Owl Studios' insurance policies cover the 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 Mumbai, Maharashtra, India, 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' Campus Managers / Directors or other key personnel.
- 6.4. By accepting these terms and conditions and accompanying rules and regulations you enter into an agreement with the Abbey Road Institute Mumbai 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