

UNIS Music Academy (UMA) Programme Agreements



Dear Parents and Students,

Thank you for supporting our UNIS music academy. We wish you a successful instrumental journey with our teachers.

Sessions for the year will commence on Tuesday 5th September 2017 and run as follows:

- Session 1: 5th September to 18th November
- Session 2: 27th November to 3rd March
- Session 3: 13th March to 26th May

Selected UMA students will be invited to perform at one of the UMA student concerts held on 10th March and 26th May 2018. More details about the concerts will be given closer to these dates.

UMA Student Procedures:

- K2 to Grade 2 students: A responsible adult from the family of the student is required to escort the student from class to the designated UMA practice room in B10 building (Centre for the Arts). Once the lesson has finished, this adult can escort the student off campus.
- Grade 3 to Grade 12 students proceed to and out of UMA practice rooms on their own. However, all ES students: are required to wait in the UMA office (room G05, B10) or in the waiting area in the room G06, B10 if there is a time gap between:
 - School/ASAs finishing and UMA lesson (e.g. 15:20 school finishes and a 16:00 UMA lesson)
 - UMA lesson finishing and transportation home (e.g. 16:00 UMA lesson finishing and 16:40 bus home)

Lessons:

- Parents will receive invoices from UNIS Activities Office and payments must be paid promptly online, in cash or by card at the Office.
- It is a student's responsibility to turn up promptly so lessons can begin on time. All lessons will finish at the designated end time regardless of delayed start time.
- Any make up lessons are only possible if a student misses lessons due to sickness, religious reasons or at the request of UNIS to attend important school events.
- In such cases a notification of absence must be given to umaofficer@unishanoi.org by **email** no later than **8:00** (weekday lessons) or by **16:00** on Friday (for Saturday lessons)
- Only under these circumstances is a student eligible to receive up to a maximum of two make-up lessons per session. These will take place during the weeks in between UMA sessions.
- If an UMA instructor is unable to attend a class, a substitute teacher will be in charge of the lessons instead. If a substitute teacher is not available, make-up lessons will be arranged afterwards.
- **No** financial credit will be given if a student is unable to attend a make-up lesson for any reasons.
- If students wish to cancel lessons and get a refund this is possible only if a notification is given to the UMA office immediately after the 2nd lesson. If notice is given any later than this, no refund will be given.