

# UNIS Music Academy (UMA) Programme Agreement



Dear Parents and Students,

Thank you for supporting our UNIS Music Academy. We wish you a successful musical journey with our teachers.

Sessions for the year will commence on Tuesday 4<sup>th</sup> September 2018 and run as follows:

- Autumn Session: 4<sup>th</sup> September to 17<sup>th</sup> November
- Winter Session: 26<sup>th</sup> November to 2<sup>nd</sup> March (2019)
- Spring Session: 12<sup>th</sup> March to 25<sup>th</sup> May

Selected UMA students will be invited to perform at one or both of the UMA student concerts held in March and May 2019. 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 from UMA practice rooms unaccompanied. However, all ES students: are required to wait in the UMA office (B10 room G05) or in the waiting area in B10 G06 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 Business Office and payments must be paid promptly online, in cash or by card at the Office (B7 G06).
- 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](mailto: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 'make-up week' 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 as described above.
- **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 pro-rata or proportional refund this is possible only if a notification is given to the UMA office immediately after the 2<sup>nd</sup> lesson. If notice is given any later than this, no refund will be given.

## **Year Long Participants**

Once you register for the year long programme you are committed. UMA *is not* in a position to change lesson days and times due to 'clashes' with other UNIS co-curricular activities. Please be mindful of this when registering for the year long programme. All UNIS co-curricular activities can be viewed [HERE](#).

**ES students:** the [Arts](#) take place on Monday, Wednesday and Fridays and [Sports Teams](#) take place on Tuesdays and Thursdays.

**MSHS students:** the [Arts](#) take place on Tuesdays and Thursdays and [Sports Teams](#) take place on Monday, Wednesday and Fridays.

## **Year Long Participant Cancelations**

For cancelations to registered yearlong commitments the following will occur:

During/end of session 1: 50% for session 2 and 100% for session 3

During/end of session 2: 50% for session 3

However, in extenuating circumstances each case will be dealt with and reviewed on a case by case basis.