

## terms & conditions

All students are required to abide by Academy of Sound Regulations, Policies and Procedures. This document, together with other information made available to you at the time of an admissions offer being made, will comprise the primary terms of the contract between you and Academy of Sound. By accepting such an offer, you will be signifying your consent to these terms.

- Each course is 9 months in duration from start date. Fees are paid over a 10 month period.
- Digital portfolios must be submitted in PDF format via email every two months for ongoing assessment.
- Final Portfolios are required in hardcopy and digital PDF format including a USB stick containing master audio files. The portfolio deadline is 10 days after completion of the course.
- Late portfolio entry after the final portfolio assessment deadline will incur a late entry fee of €350 and will allow an extension of 6 weeks from the deadline. Following that a further extension fee of €600 will be incurred. The maximum extension period is 12 weeks at a total cost of €950.
- The portfolio examination and certification fee of €350 is due one month in advance of course completion.
- If your fees are more than two months in arrears your place on the course will be paused until fees are up to date. Arrears of more than three months results in cancellation of your place on the course.
- For practical accounting purposes, course fees are due on the 1st of each month regardless of your course start date. Registration and course fees are non-refundable.
- Monthly course fees remain the same regardless of holiday periods or mid-term breaks. The monthly payment option is in place to make it easier for you. The other option is to pay all fees in full in advance of starting a course.
- If you are absent for more than two consecutive weeks we require a doctor's note or legitimate reason in writing for your absence. Otherwise you will lose those classes.

- Health and Safety procedures must be adhered to.
- Please let us know if you have a medical condition in case of emergency.
- We will send course info to you via email on a regular basis. Please use an email address that contains your real name. Please do not use hotmail.
- If you have flu symptoms it is best not to attend until you have recovered. Once you have informed us you will not lose the class.
- Please don't arrive more than ten minutes before your class starts as there may be recording sessions in progress that cannot be interrupted.
- If you cannot attend a class please let us know in advance and you will not lose this class.
- Academy of Sound closes for the usual academic holiday and bank holiday periods.
- Food and fizzy drinks are not allowed in the studio - water bottles only.
- Please switch phones to silent or off during sessions.
- Academy of Sound does not accept any liability in the case of illness, accident, loss or damage to personal effects or property occurring on the premises, except where such liability is imposed under Irish law.
- Non-EU Students:
  - Course fees are the same for EU and Non-EU International Students.
  - All student visa requirements apply. A copy of your GNIB letter will suffice.
  - All of the above Academy of Sound terms and conditions apply.