



# Tuition Payment & Enrolment Control Policy

Newpark Music Centre T/A Newpark Academy of Music

**Effective From:** August, 2026

**Review Date:** Annually

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## 1. Enrolment Process

### 1.1 New Students

#### Registration via MyMusicStaff

- All new students must complete the **online registration form** through MyMusicStaff, providing personal information, course selection, and schedule preferences.
- Upon submission, a confirmation email will be sent with further steps.
- A **non-refundable deposit of €100** (paid via Stripe) is required to secure the place.
- Once the deposit is received, enrolment is confirmed and students will receive details regarding their lessons.

## 1.2 Returning Students

### Re-Enrolment Contact

- Returning students will be contacted by email to arrange and confirm their schedules.
  - A follow-up call may be made to finalise the slot.
  - A **€100 non-refundable deposit** is also required to secure returning students' places for the upcoming term.
  - Once payment is received, the enrolment is confirmed and final details are shared.
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## 2. Payment Methods

### 2.1 Accepted Methods

- **Cash:** Accepted in person at reception. A receipt will be issued at the time of payment.
- **Stripe:** Payment links will be emailed. Stripe transactions are processed immediately.

### 2.2 Payment Plans

- **Full Payment: (Term 1 & 2) 32 lessons in total**
  - Due before the start of term.
  - A **5% discount** applies when paying the full amount upfront.
- **Term 1 (16 lessons) from September 7th, 2026 - January 16th, 2027**
- **Term 2 (16 lessons) from January 18th, 2027 - May 29th, 2027**

### 2.3 Deposit Policy

- A **€100 non-refundable deposit** is required upon confirmation of a lesson slot for **all students**, new and returning. This deposit is then deducted from the final balance.
- Only one deposit is paid per student, regardless of how many classes they have signed up for.

## **2.4 Payment & Late Payment Policy**

- All tuition fees must be paid in full before your first lesson of the term begins.
  - Payments overdue by more than 14 days will incur a €50 late fee per month.
  - Students will be notified by email when payments become overdue.
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## **3. Refund Policy**

### **3.1 Refunds Due to Illness**

- Refunds are only considered in cases of severe illness and must be supported by a medical certificate from a licensed practitioner. This is at the discretion of Newpark Academy of Music.
- Refunds will be prorated based on missed sessions.

### **3.2 Refund Policy & Cooling-Off Period**

A two-week cooling-off period applies from the date of full payment. During this time, students may withdraw and receive a refund of fees paid, excluding the €100 non-refundable deposit.

After this two-week period has passed, no refunds will be issued under any circumstances, including voluntary withdrawal, scheduling conflicts, or personal preference.

This applies regardless of payment structure. For clarity:

- If a student pays for Term 1 and Term 2 in advance and withdraws during Term 1, no refund will be issued for either term.
- If a student pays for one term and withdraws at any point during that term, no refund will be issued.
- If a student stops attending lessons without formal withdrawal, fees remain payable and are non-refundable.

We strongly encourage families to carefully consider their commitment before enrolling, as all payments made beyond the cooling-off period are final.

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## 4. Important Links

- [Policies](#)
- [Calendar](#)
- [Events & Workshops](#)