

HKIS UP Band & Strings Program with Pure Orchestral Centre

Terms and Conditions

Prior to signing up for lessons, please make sure that you read through and understand the following information. If you have any further questions about the programme, please contact the administration of Pure Orchestral Centre at 35202628 or email info@puremusic.hk

TERMS AND CONDITIONS

- 1. Enrollment and Scheduling:** Tuition is provided on a full-academic-year basis to ensure pedagogical continuity. Lessons are held after school hours in two sessions: 3:00 PM – 3:45 PM and 4:00 PM – 4:45 PM. Pure Orchestral Centre (PUREOC) reserves the right to appoint or change instructors and adjust lesson times where necessary to maintain program standards.
- 2. Attendance and Make-up Lessons:** As our program follows a group-based structure, individual make-up lessons are generally not available. Tuition is non-refundable, and credits are not issued for student absences, including school trips. However, if an instructor is unable to attend a scheduled session, the lesson will be rescheduled. In exceptional circumstances, we may consider make-up requests on a case-by-case basis, strictly subject to schedule availability.
- 3. Tuition and Miscellaneous Payments:** Tuition for weekly classes is paid in two termly installments and is billed by HKIS via the School Buddies platform. Other miscellaneous costs—such as instruments, books, and accessories—will be billed directly by Pure Orchestral Centre via electronic payment. To ensure security and proper record-keeping, please do not send cash with students or pay instructors directly.
- 4. Withdrawal Policy:** Should you wish to discontinue classes for the following term, written notice must be submitted to Pure Orchestral Centre no later than **15 November 2026**. In the absence of written notification by this date, it will be assumed that the student is continuing for the second term, and tuition will be billed accordingly.
- 5. Equipment and Student Responsibilities:** Students are required to bring their own instruments, method books, sheet music, and practice diaries to every lesson. Please ensure that all instruments and cases are clearly labeled with the student's full name and

class. Please note that if a student forgets their instrument on a lesson day, the session will still be conducted and charged as scheduled.

6. **Exams and Competitions:** We provide comprehensive preparation for graded exams (including ABRSM, Trinity, Guildhall, and RockSchool) as well as the Hong Kong Schools Music Festival and other international competitions. PUREOC will always consult with parents to confirm all arrangements and fees before submitting any formal applications on a student's behalf.
7. **Progress and Conduct:** To maintain the quality of the program, PUREOC reserves the right to refuse an application or discontinue lessons if a student shows insufficient progress or if their attendance is consistently unsatisfactory.
8. **Force Majeure and Policy Updates:** In the event of circumstances beyond our control (such as extreme weather or public emergencies) that prevent lessons from taking place as scheduled, lessons will be canceled without refund or credit. PUREOC reserves the right to amend these Terms and Conditions as needed and will provide parents with a half-term's notice in writing regarding any changes.