

## Courses offered:

**Timings:**     **Sat:**             9 am – 1 pm & 3 pm – 8 pm  
                   **Sun - Thurs:** 10 am – 12 pm & 3 pm - 8 pm

### Music

Courses	Age/Grade level	Timings	Days
Piano *	6+ to adults	Regular timings	Mon – Sat
Piano – Hobby	Ladies only	10 Am – 12 Pm	Mon – Thurs
Keyboard *	5+ to adults	Regular timings	All days
Keyboard (Pop & Rock)*	Minimum Trinity Grade 3	Regular timings	Sat – Thurs
Keyboard – Hobby	Ladies only	10 Am – 12 Pm	Sun – Thurs
Guitar *	7+ to adults	Regular timings	Sat – Thurs
Guitar (Bass)*	10+ to adults	Regular timings	Sat – Thurs
Guitar (Pop & Rock)*	Minimum Trinity Grade 3	Regular timings	Sat – Thurs
Drums*	8+ to adults	Regular timings	Sat – Thurs
Drum (Pop & Rock)*	Minimum Trinity Grade 3	Regular timings	Sat – Thurs
Drums Hobby	Adults	10 Am – 12 Pm	Sun – Thurs
Violin *	7+ to adults	Regular timings	Sat & Tue
Indian Vocals (Non Certified)	5+ to adults	Regular timings	Sat & Wed

\*Full time certified course from the Trinity Collage of London

### Creative art studio

Courses	Age/Grade level	Timings	Days
Adventure with Art and Craft	4+ to adults	Regular timings	Sat – Thurs
I am a painter	18+	10 Am – 12 Pm	Sat – Thurs

### Dance & Yoga

Courses	Age/Grade level	Timings	Days
Kathak – Indian Classical	7+ to adults	10 Am – 8 Pm	Sat – Thurs
Freestyle Cinematic	4+ to adults	10 Am – 8 Pm	Sat – Thurs
Social Dancing (Couples)	18+	10 Am – 8 Pm	Sat – Thurs
Yoga	6+ to adults	10 Am – 8 pm	Sat – Thurs

### Communication Skills

Courses	Age/Grade level	Timings	Days
Spoken Arabic	18+	7Pm – 9 Pm	Mon & Thurs
French Tutions	6+ to 17	5 pm – 8 pm	Fri & Sat
Public Speaking	7+ to adults	10 Am – 8 Pm	Sat – Thurs
Business Communication	18+	10 Am – 8 Pm	Sat – Thurs
Marketing skills	18+	10 Am – 8 Pm	Sat – Thurs

## **Terms and Conditions:**

### **I. ENROLLEES**

The center offers courses for both children and adults. Children are classified as under 18 years of age and Adults above 18.

### **II. REGISTRATION**

- a) All information with regards to the center and the courses offered is to be received from the reception
- b) Fill up the registration form by furnishing all the necessary details and submit the documents required for the registration process.
- c) Prior to accepting admission, Music Lounge requires all candidates (Except certain courses) to appear for Skills Test to assess the aptitude of the student for the particular course.
- d) Applicable fees shall be paid upon submission of the registration form. Note that the first session will be considered as the start date.
- e) The academy may in its sole and absolute discretion, deny an application for registration for whatever reason.
- f) The academy reserves the right to amend all or a portion of these rules and regulations, modify the applicable fees, or revise the course and time schedules.
- g) The management reserves the right to cancel a registration and forfeiture of fees in case of violation of any rules and regulations mentioned in this document.

### **III. FEES**

#### **a) Registration Fee**

- 1) A registration fee is applied for new admissions.
- 2) Registration fee will be valid until the time that the student decides to continue attending all the sessions required for the course taken.
- 3) If a student decides to take a break in between the given number of sessions and rejoins within a period of two (2) months, previous registration made will still be valid.
- 4) If a student rejoins after more than two (2) months of not attending the class without prior notice, such circumstance invalidates the previous registration and the student shall be required to re-register. The center in this case will follow the latest course fee structure including registration, course and other fees at the time of the re-registration. Invalidation of the previous registration means that the student will lose the initial course schedule assigned. Unapplied course fees and adjustments, if any shall likewise be forfeited by the academy.

- b) Examination Fees** – Examination fees apply for certificate courses. These, shall be shouldered by the examinee.

**c) Types of Course Fees**

- 1) Fees may be imposed on a monthly or term basis depending on the course.
- 2) **Monthly fees** – a course fee to be paid on a monthly basis. To be settled before the 10<sup>th</sup> of every month.
- 3) **Course fees** – a course fee to be paid on a term basis for certain courses which will have a start and end date.
- 4) No student is allowed to start classes without full settlement of applicable fees. Music Lounge reserves the right to increase the course fees.

**d) Refund** – The academy has a “No Refund” policy. Once registration has been made along with the payment of fees, parents or students cannot demand refund under any circumstances.

**e) Discounts** – The academy does not grant discounts in whatever manner.

**f) Fees Non-Transferable** – All fees are “non-transferable”. Any registration and payment made in a certain student’s name under a particular course cannot be transferred to another student or course.

**g) Due Date** – The 10<sup>th</sup> of every month will be considered as the due date for fees.

**h) Payment Mode** – Payment to be made in CASH.

**i) Penalties** – Penalties for late payment of fees are strictly enforced. Late payment after Five days (5) days from their due date would be charged at Qrs. 100/- per week. The center has the right to prevent a student from attending a class in the event of frequent delays in the payment of applicable fees.

**j) Integrity of payment** - It is not the responsibility of the center to remind or follow-up overdue accounts. Applicable fees shall be due without need of demand. Parents, authorized guardian or adult students are expected to remember the due date and accordingly render payment on time.

#### **IV. ABSENTEEISM**

- a. The center will not under any circumstances provide make up classes or reschedule of sessions in case of absenteeism by the student and for National Holidays or Public holidays issued by the government.
- b. Any leave taken due to sickness must be informed and if required by the center a medical letter to be provided in order to reschedule sessions.
- c. Any planned leaves taken due to exams/vacation/business tours/personal breaks is to be communicated to the reception via email to [musicloungeqatar@gmail.com](mailto:musicloungeqatar@gmail.com) with details of the leave and the rejoining date for the rescheduling of the makeup sessions
- d. The maximum leave possible will be 60 days, unless agreed by the management for special cases. In case of exceeding the limit the center reserve the right to make void the registration and re-registration will be required.
- e. Rescheduling of classes will be allowed maximum of 4 times per year.
- f. Maximum of 3 classes can be rescheduled per month.

#### **V. RESCHEDULING OF SESSIONS**

- a. Any re-schedules sessions will be in addition to the regular timings allotted.

*For example: A student is given two (2) sessions per week for the month of July, after the payment of the fees on or before the 10<sup>th</sup> of July. In case the student plans for a vacation in the last week of the month and needs to reschedule the sessions. The student will have the regular weekly sessions for August, and will be given additional sessions (timing and day to be given by the reception) as a rescheduled/make up sessions. The student will be due for the next fees as usual on or before the 10<sup>th</sup> of August as normal.*

- b. The center reserves the right to arrange the make-up session at any day or time as per available. In case of a 'no show' for the sessions the sessions will be considered as done/used.

#### **VI. PRESCRIBED UNIFORM**

- a) There are certain courses that require wearing of official uniforms during sessions. It is strictly enforced that such uniforms be worn during the entire sessions/event as required. In case of students, (18 years and below), are not able to wear the prescribed uniform, then he/she should secure a letter signed by the parents/guardian and present it to the concerned instructor. An instructor has a right to deny an entry in the sessions on this ground.

## **VII. MANDATORY CLAUSES**

- a) Parents, relatives, guardians and/or friends are not allowed inside the classrooms especially when the classes are in progress.
- b) Any physical activity such as Fitness and Dace courses has inherent risks of injury. Parents, guardians and/or students knowingly and voluntarily accept and assume the risk of injury and agree that the instructor and/or the academy are not liable for personal injuries that the student may suffer during the sessions. In case of injury, parents and/or students hereby authorize the center to provide first aid and/or medical assistance to the student through nearby medical centers, clinics or hospitals.
- c) In order to facilitate learning in any course offered by the center, the instructor may physically guide a movement/variation by touch or verbal instruction. This will be done by the instructor in a professional manner and the intention of contact will be made clear to the student at the time of instruction.

## **VIII. MISCELLANEOUS RULES AND REGULATIONS**

### **a) Courses with Examinations**

- 1) **Trinity Certification:** Music Lounge reserves the right to decide whether a student will be eligible to appear for the exam. This is based on the student's attendance as well as technical ability as assessed by the instructor.
- 2) It is mandatory that students should have attended a minimum of 36 sessions (approximately 4 ½ months) to qualify for the bi-yearly exams. Any student willing to appear for the examinations needs to ensure that he/she attends the said number of sessions with the center. The center follows the progressive syllabus of the Trinity Collage of Music - London. As such for graded Examinations, the instructor recommends and approves (in coordination with the Management) the level that the student is entitled to take and ensure not to skip a particular level that the student is required to complete.
- 3) In the event that the examination falls on the student's regular class time schedule, the center will not provide make-up or adjustment sessions as this is considered as part of the course requirements.
- 4) The instructors will issue timely reminders to the concerned students in the event there are new or additional points to be addressed for the same.

**b) Culture and discipline in the Academy**

- 1) Students should always come on time for classes.
- 2) Students must comply with the required materials, books, instruments, uniforms and related items/documentations needed for each course.
- 3) As a performing Arts center, students are encouraged to perform or participate in the regular internal and external events as organized by the center (as recommended by the concerned instructor). In this scenario, no make-up or adjustment class shall be provided as this is considered as part of their creative learning experience. As an added note, all students who will be selected to perform in the cultural and corporate events will receive a separate circular where all important points for the participation of the student will be highlighted.
- 4) Parents or guardians who wish to meet the instructor should approach the reception for appointment.
- 5) Disputing and shouting are strictly prohibited inside the center.
- 6) Littering inside the center premises is prohibited.
- 7) Destruction/vandalism of the center premises, properties and/or instruments shall not be tolerated. Anyone caught shall be held liable for any damage incurred.
- 8) Music Lounge is not responsible and will not be held liable for any loss, theft or damage to any personal belongings inside the center. Therefore, bringing of any valuables inside the center premises is strongly discouraged.
- 9) Animals or pets are not allowed to enter the premises for any reason.
- 10) Use of cameras, video cameras, stereos and radios other than the center facilities shall be allowed only with prior permission from the Management.

**c) Admission of students with special needs/medical conditions**

Music Lounge is not licensed to operate and provide for student with special needs. The instructors are not trained and authorized to handle such cases.

**Note:** A discussion with the Music Lounge Center Management may be arranged (with the reception) in the event there are further clarifications on this item.

**IX. LEGAL CLAUSE**

Qatar Laws prohibit motivating the centers Instructors to have private sessions/lessons for functions at one’s residence or any other venue. The center will not be responsible for any consequences arising from such actions.

I hereby acknowledge that I have read and understood all clauses of this rules and regulations and agree to abide by such.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Student’s/Parents or Guardians Name and Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

(\*For parents/guardian/family member only)

Relationship to the Student: \_\_\_\_\_

*(Kind reminder: All pages of this document has to be countersigned by the student/parent or guardian to signify acceptance and understanding)*