



# Registration Agreement

## 1. Registration and Course Fees

- 1.1 To secure a place in a program, full course fees must be received by SOMA at least one week prior to the date of course commencement.
- 1.2 In the event that full course fees are not received by SOMA, SOMA may offer the place to another student.
- 1.3 Upon registration, a one-time non-refundable registration fee of \$100 (for Diploma Courses) or \$28 (for Performance Labs & Short Courses) is payable.
- 1.4 Monthly course fee for Performance Labs is based on a 4-lesson block basis. Due date for monthly course fee is every 4<sup>th</sup> lesson. When fees are not received by the due date, a \$5.00 administration charge will be imposed for every subsequent week. SOMA reserves the right to suspend the student from attending lessons if he/she fails to pay fees by the due date. A deposit of one-month's fees is required at the beginning of each phase, which will be used to offset fees for the last month.
- 1.5 Payment can be made in Cash, NETS or Cheque. Cheques should be made payable to 'School of Music and the Arts'.
- 1.6 All fees are strictly non-transferable to other courses or other students.

## 2. Course Content and Schedule

- 2.1 SOMA reserves the right to reschedule or cancel the course, change instructor, or change training venue at short notice due to unforeseen circumstances.
- 2.2 For Diploma Courses, there will be no make-up class in the case of the student's absence. Make-up classes can be arranged at a fee of \$100 per lesson.
- 2.3 For **Performance Labs Individual** classes, students may choose to postpone or cancel class given at least 48hrs notice prior to class time. Last minute cancellations or no-shows will be considered as paid lessons.

## 3. Studio and Classroom Use

- 3.1 The student acknowledges that at all times at SOMA, he/she will be held accountable for the equipment/instrument/accessories at or within that workstation or studio. The student agrees to exercise proper care when handling all SOMA equipment.
- 3.2 In the event of equipment/computer/instrument in the studio/classroom not functioning during the student's use, the student must report it to the Office immediately.
- 3.3 No equipment, instrument or CDs should be taken out of the studio/classroom without the permission of the instructor or Studio Manager.
- 3.4 Theft or vandalism will be dealt with to the fullest extent of the law.
- 3.5 Do not sabotage your fellow students by deleting, opening or meddling with projects that do not belong to you. This is a serious offence and any offender will be immediately expelled from the course with no refund.
- 3.6 In the event that equipment/computer/instrument is damaged or stolen during the student's use, as a result of failure on his/her part to exercise reasonable care, the student agrees to bear all costs relevant to replacing or repairing such equipment.

## 4. Cancellation and Fee Refunds

- 4.1 There is strictly **no** withdrawal or refund of course fees upon commencement of the course.
- 4.2 Registration fee is non-refundable.
- 4.3 A student who wishes to discontinue from a course is required to give at least one month notice to SOMA and pay all outstanding course fees. For Performance Labs, a student who wishes to discontinue from the course will lose the deposit paid upon commencement of the phase.
- 4.4 Notwithstanding the terms outlined in Clause 7, course fees will be refunded in full, in the event that either:
  - i) The course is cancelled prior to commencement, due to any circumstances;
  - ii) The course did not start on the agreed date of commencement.
- 4.5 All refunds must be applied for in writing. Upon approval, refunds will be paid to the student within four weeks. SOMA will provide a written statement indicating how refunds have been calculated.
- 4.6 If a student needs to defer the completion of the course, a Letter of Deferment has to be submitted to SOMA. A student is allowed deferment **once** and deferment must be within 12 months from the deferment date. SOMA reserves the right to reject requests for deferment, and all requests will be considered on a case-by-case basis.

## 5. Examinations

- 5.1 All students have to attain at least 80% attendance before they are allowed to sit for any examination.
- 5.2 Upon failure of the first examination, the student is required to sit for a re-examination. A fee of \$100.00 will be imposed for the re-examination.
- 5.3 Upon failure of the re-examination, the student is required to retake the entire module. The student will be charged for that particular module again.

## 6. Termination by SOMA

- 6.1 If a student's conduct is deemed to be unsuitable to attend classes, SOMA reserves the right to expel the student. All outstanding course fees are due at the time of expulsion.
- 6.2 SOMA reserves the right to defer or cancel a course, should enrolment numbers not exceed an acceptable minimum. In the event of such action being taken, applicants will be given written notice. Course fees for the cancelled course can be held and used for a future enrolment or will be refunded in terms of Clause 4 of this agreement.

## 7. Confidentiality of Student Data

SOMA is committed to the security and confidentiality of student data. Students' particulars are available solely for internal use and for completing regulatory submission requirements or when required to by law.

## 8. Governing Law

- 8.1 This agreement shall be governed by and construed in accordance with the Laws of the Singapore Government, whose courts shall have exclusive jurisdiction for the settlement of any disputes arising hereunder.
- 8.2 This agreement does not remove the right to take further action under Singapore's consumer protection laws.
- 8.3 SOMA dispute resolution processes and grievance procedures do not circumscribe the student's right to pursue other legal remedies.

## STUDENT DECLARATION

I hereby acknowledge that the above information provided is accurate and true to the best of my knowledge.  
I have read and understood all of the terms and conditions set out in the Registration Agreement and agree to abide by these terms and conditions.

Signature of Applicant / Applicant's Parent

Date