

IGNITE ARTS ACADEMY

MUSIC IN SCHOOLS TUITION PROGRAMME

TERMS AND CONDITIONS – 2026



These Terms and Conditions apply to all students enrolled in the Ignite Arts Academy Music in Schools Tuition Programme ("the Programme"). By enrolling in the Programme, students and/or parents or caregivers acknowledge that they have read, understood and agreed to these Terms and Conditions.

Ignite Arts Academy ("IAA") reserves the right to update these Terms and Conditions at any time. The most current version will always be available on our website.

1. PROGRAMME OVERVIEW

The Ignite Arts Academy Music in Schools Programme provides instrumental and music lessons to students during the school day at participating schools.

Lessons are delivered on-site at the school by Ignite Arts Academy tutors. Students are withdrawn from their regular class for the duration of their scheduled music lesson and returned to class afterwards.

2. TERM DATES AND PUBLIC HOLIDAYS

Lessons generally follow the New Zealand Ministry of Education school term calendar. Occasionally there may be slight variations due to school scheduling or programme requirements.

Lessons will not be held on the following public holidays:

- Auckland Anniversary Day – Monday 26 January
- Waitangi Day – Friday 6 February
- Good Friday – Friday 3 April
- Easter Monday – Monday 6 April
- Anzac Day (observed) – Monday 27 April
- King's Birthday – Monday 1 June
- Matariki – Friday 10 July
- Labour Day – Monday 26 October

IAA does not charge for lessons on public holidays that fall on regular teaching days.

IAA confirms with schools, when camps, swimming sports, athletics days and other events are planned, before term invoices are sent – We do not charge for these school events.

3. COMMUNICATION

All communication regarding the Music in Schools Programme will be sent via email.

Families are responsible for ensuring their contact details remain current. Ignite Arts Academy cannot be held responsible for missed communications, missed lessons or late payments due to incorrect contact information.

General programme enquiries should be directed to: schools@ignitearts.co.nz

4. TIMETABLING AND SCHOOL COORDINATION

Lesson timetables are coordinated with participating schools and provided prior to the start of each term.

Lesson days and times are stated on term invoices and/or confirmed to parents by the IAA Music Coordinator.

The school is responsible for releasing students from their classroom and ensuring they attend their scheduled music lesson.

Lesson time changes cannot normally be made after the first week of term unless approved by Ignite Arts Academy.

5. ABSENCES AND MISSED LESSONS

As the Music Bus visits each school once per week, make-up lessons are generally not available if a student misses their scheduled lesson.

Missed lessons due to student absence are not eligible for credits or refunds.

If a student is absent, please notify Ignite Arts Academy as soon as possible by emailing schools@ignitearts.co.nz.

If a tutor is unavailable to teach, Ignite Arts Academy will attempt to arrange a substitute tutor. If a lesson cannot be delivered, IAA will attempt to reschedule where possible.

School events such as trips, assemblies, or timetable changes may occasionally affect scheduled lessons. While schools will generally provide advance notice of such events, this is not always possible. Ignite Arts Academy will make reasonable efforts to adjust lessons where prior notice is received; however, lessons missed due to unforeseen school activities may not be rescheduled or refunded.

6. ENROLMENT AND ROLLING BOOKINGS

Enrolments in the Music in Schools Programme operate on a rolling term basis.

Once a student is enrolled, their place in the programme will automatically continue into the following term unless written notice of cancellation is received.

Invoices for the upcoming term will be issued before the start of each term.

Students may request a change of instrument between terms, subject to availability.

7. CANCELLATION OF LESSONS

If a student wishes to discontinue lessons, written notice must be provided to Ignite Arts Academy within 7 days of the invoice being issued.

Cancellation requests must be emailed to: schools@ignitearts.co.nz

A \$40.00 administration fee may apply to cancellations received after the stated timeframe.

Late cancellations after the first week of term will be liable for the full term's tuition fees.

Verbal notice given to tutors will not be considered official notice and must be confirmed in writing.

Exceptions may be considered on medical grounds at the discretion of Ignite Arts Academy.

8. TUITION FEES AND PAYMENTS

Tuition fees are billed on a term basis.

Payment options include:

- Full payment by the invoice due date
- Ezidebit payment plan (two or four instalments)

Families choosing the Ezidebit payment plan must complete the required payment authorisation form.

Accounts that remain unpaid after the first week of term may incur a \$40.00 late fee.

Students may not continue in the programme if accounts remain unpaid.

If an account remains overdue, Ignite Arts Academy reserves the right to refer the account to a debt collection agency.

9. PROGRAMME FEES

Music in Schools lesson fees are:

- First child in family: \$18.50 per lesson
- Additional sibling or second lesson: \$15.50 per lesson

These rates apply only to the Music in Schools Programme and are separate from Ignite Arts Academy studio tuition fees.

A \$12 administration fee applies per student per term.

Additional costs may include music books, lesson materials or instrument hire.

An IAA hire agreement must be signed before hired instruments are given.

10. CREDITS AND REFUNDS

Credits may be applied to a family account at the discretion of Ignite Arts Academy.

Credits will automatically be applied to the next invoice.

Credits remain valid for 12 months. Any unused credits will expire at that time.

Refunds are not provided for unused credits.

IAA does not provide refunds for cancelled classes, after the term has commenced.

11. STUDENT BEHAVIOUR

Ignite Arts Academy is committed to maintaining a safe, respectful, and positive learning environment for all students. Students are expected to treat teachers, staff, and fellow students with respect at all times.

Ignite Arts Academy recognises that students have diverse needs and will make reasonable efforts to work collaboratively with families and schools to support positive behaviour and participation.

Where a student's behaviour poses a risk to the safety or wellbeing of others, or consistently disrupts the learning environment, Ignite Arts Academy reserves the right to review, suspend, or terminate enrolment. In such cases, tuition fees may be non-refundable.

12. PHOTOGRAPHY AND MEDIA

Ignite Arts Academy may photograph or film students during lessons or performances for promotional or educational purposes.

If you do not wish your child's image to be used, please indicate on the registration form or notify Ignite Arts Academy in writing.

IAA respects the privacy of students and families. Personal information collected during enrolment will only be used for programme administration and will not be shared without consent unless required by law.

13. HEALTH AND SAFETY

Ignite Arts Academy aims to provide a safe learning environment for all students.

Students and parents must inform tutors of any injury, medical condition, or treatment that may affect participation. Once IAA is advised of the injury or medical condition, we can work with the students' additional needs, so they do not miss out on lessons, where possible.

IAA tutors supervise students only during their scheduled lesson time.

Any first aid required will normally be administered by the school according to the school's health and safety procedures.

Ignite Arts Academy is not responsible for loss or damage to personal belongings brought to lessons.

14. UNFORESEEN CIRCUMSTANCES

Ignite Arts Academy is not liable for cancellations caused by events outside its control, including school closures, natural disasters, public health events, or government restrictions.

Where possible, alternative arrangements may be offered.

15. CHANGES TO TERMS AND CONDITIONS

Ignite Arts Academy reserves the right to update these Terms and Conditions at any time.

The most current version will be available on our website and may be emailed to families upon request.

CONTACT INFORMATION

Ignite Arts Academy
20 Milicich Place
Cambridge 3434
New Zealand

Website: www.ignitearts.co.nz

Music in Schools enquiries: schools@ignitearts.co.nz

Accounts enquiries: accounts@ignitearts.co.nz

Office hours: Monday–Friday, 9:00am – 5:00pm

Phone: 0508 244 6483