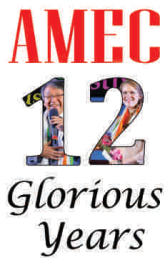


## Academy for Musical Excellence

### Payment Regulations:

1. We request you to pay by cheque or bank transfer. Details are provided in the Fees Book or on the online admission form.
2. **A cash handling charge of Rs 200 per transaction is applicable for cash payments.**
3. Pay the monthly fee by the **15th of every Current Month**. A late fine of Rs. 100/- is charged from the 16th to the last date of the current month. A late fee of Rs. 200 (1st to 15th) and Rs. 300 (16th to 31st) plus the previous month's due fee payment are applicable for payments coming in the following month. On no account will there be an exemption from payment of late charges for failure to pay a monthly fee in time.
4. There is no policy for discounts, waivers or reductions of the fee during vacation or absence from lessons.
5. Send the request for discontinuation by email to the Director of AMEC. Discontinuation requests must come by the 10th of the calendar month before the month of withdrawal. For example, for a candidate seeking discontinuation from April 2023, the request must come by the 10th of March 2023. The caution money deposit covers the fee for April 2023.
6. There is no policy to allow discontinuation in the months of vacations -May, October, November and December. Hence, a candidate cannot apply for discontinuation in April, September, October, and November.
7. Candidates in arrear of more than one month's fee will receive no lesson and are liable to have their name struck off the rolls. The caution money automatically adjusts towards the unpaid fees for that month. The candidate may clear the dues with an appropriate fine to resume lessons. They can also seek readmission or new admission.
8. Candidates seeking readmission should send a mail to [amecmusicforall@gmail.com](mailto:amecmusicforall@gmail.com) mentioning the reasons for dropping out. The Director of AMEC decides on granting readmission. For readmission, the candidate should pay the registration and annual charges and the monthly fee. In case of rejection for readmission, the candidate needs to take a new admission.
9. A schedule of charges is attached. In case of revision, AMEC will send a circular through the candidate or by WhatsApp. Revised details will be available at the AMEC office.
10. After admission, there is no policy for refund, adjustment or waiver.
11. There will be no reduction or adjustment of the fee if a candidate does not complete two months' lessons.
12. The caution money deposit is equal to one month's fee. You should not pay a fee for the last month of training. The caution money adjusts it for that month.



**Academy for Musical Excellence**  
Examination Partner  
**Musicea Arts and Culture Council**

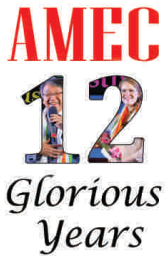
**General Rules and Regulations:**

1. AMEC is open to students of any nationality, of either sex, with no age limit.
2. Candidates may seek admission at any time of the year with a minimum study period of two months.
3. Studying Foundation and Grade 1 Music Theory is compulsory, along with the practical lessons. Completing Grade 3 Music Theory is highly recommended. It allows a candidate to read, write, understand and talk using musical language.
4. Allocation of class timing is on a first-cum-first serve basis. Individual class timing is fixed mutually by the candidate and AMEC. Group class timing is prefixed. After finalizing the class time, complete the admission procedure. Once the admission process is complete, a request for a change in timing is not feasible. However, the teacher is always flexible, and if possible, the teacher may fix a new time if requested by the candidate.
5. A candidate requires regular and punctual attendance. If a candidate arrives or joins late, the teacher will not provide extra time. A candidate is marked absent if they do not attend a class. The candidate cannot request a compensation class. However, the candidate may pre-arrange for an alternate individual session in consultation with the teacher. To maintain cordial relations with the teacher, a candidate should intimate the teacher in case of absence for one or more consecutive sessions.
6. In case of absence or non-payment of monthly fees, AMEC will delete the candidate from its active candidate list. Candidate willing to resume class needs to pay the due monthly fee together with the late fine. The caution deposit becomes the monthly fee in case of non-payment. After adjustment of the caution money, the class time will fall vacant. The candidate may or may not get back the old class timing. It is in your interest to pay the fees during the absence period.
7. When a teacher misses a session, they may provide another session at a mutually convenient date and time or provide extra time in the subsequent sessions to make up the missed session. It is in your interest to inform AMEC when a teacher misses a session but fails to adjust it within thirty days.
8. Examinations are held every year by different examination boards. Preparing for an exam is a long process. The candidate should mention in the admission form if they choose a particular exam board. They should also inform the teacher in their first month and frequently check with the teacher. In all other cases, the teacher reserves the right to decide. The teacher will inform the candidate about the suitable time, grade and board of the exam. The candidate may discuss this with the teacher but cannot force a teacher to make a decision.

10. The duration of a group session is 1 hour, and an individual session is 30 minutes.
12. AMEC offers one class a week and up to four sessions every month except for cases like holidays, vacations and special situations.
13. The school will be closed on Govt. holidays, two weeks of summer vacation, 10-12 days of Puja vacation, and ten days of winter vacation. AMEC shares the holiday list at the start of the new session in April. Kindly do not request the teacher to compensate a class that falls on a holiday and during the vacation.
14. Students and parents are requested to maintain the discipline and decorum of the institution. Kindly wear formal and casual dresses. Shorts, exposure, party wear and gym dresses are strictly prohibited.
15. AMEC is against the idea of demo sessions. Like the reputed academic schools, AMEC offers no demo class. The track record of an institution speaks for itself.
16. Candidates cannot request AMEC teachers to take private classes or classes at a different venue apart from the AMEC premise. The infringement will attract legal action.
17. To maintain professional ethics and information flow, AMEC teachers are strictly not permitted to treat AMEC candidates (their individual and other AMEC teachers' candidates) as their private candidates. Both candidate and teacher should seek permission from AMEC to participate in recordings, concerts or any other activities arranged by the teacher.

**The respective board charges examination fees for different grades exams. AMEC has no authorization, jurisdiction or administrative power regarding examination fees and procedures.**

**I have read and understood the rules and regulations of the Academy for Musical Excellence. I'll strictly abide by the set rules and regulations of the Academy for Musical Excellence.**



## Academy for Musical Excellence

### Online Class charges

Monthly Fees: 2000

Caution Money: 2000

Session charge (Every year) 1200

Music Theory Workbook: 500 (PDF), 750+ postage (Paper back)

#### Grades Charges:

Foundation 2000

Grade 1 2000

Grade 2 2200

Grade 3 2400

Grade 4-5 2500

Grade 6-8 3000