



The Institute
of Contemporary
Music Performance

ICMP Industry Course Terms & Conditions

These terms and conditions apply to industry courses and activities offered by ICMP that do not form part of a recognised programme of higher education.

Industry Courses are defined as evening 6-month courses or intensive 3-month daytime courses, including:

- a. Music Production & Sound Engineering;
- b. Electronic Music Production;
- c. Sound for Film, Game & TV; and
- d. Advanced Music Production.

Short stand-alone courses, summer schools, or online courses which we offer are covered by separate terms and conditions[link]. We also have different terms and conditions for courses that lead to a recognised degree, diploma or certificate of higher education [link]. Any summer school, online learning or other activity which forms part of an accredited higher education course is covered by those terms and conditions. We use the word 'course' in these terms and conditions to refer only to the industry courses covered by these terms and conditions.

Please read the notes below carefully.

1. The following information and documents are included in the agreement between us:
 - a. these terms & conditions;
 - b. your application whether made online or on paper;
 - c. your enrolment submission;
 - d. the Course Handbook;
 - e. the Refund Policy; and
 - f. the Data Protection Policy.

Before you complete enrolment (as described in paragraph 2 below) please check that you have read and understood each of the documents listed above. In addition, please check that the details in your application form and provided at enrolment are complete, accurate and up to date with no pertinent omissions. If, at any time, it becomes apparent that we have made an offer and/or accepted you on a course based on an application, or on any other information or documents that you provided in connection with your application, that contains statements that are fraudulent, untrue or misleading, we may refuse your application, withdraw the offer or, if you have been accepted as a student, suspend or expel you from the course and terminate our agreement.

2. To enrol you must access the Student Gateway on the ICMP Website and:
 - a. confirm that you accept these terms and the other documents listed above;
 - b. agree to pay the fees as described in the Course Handbook (unless you have already paid the fees);
 - c. provide a term time address and any other supplementary data requested by us on the Student Gateway; and
 - d. upload:
 - (i) your photo identification;
 - (ii) if you are having all or part of your Fees paid for by a third party ("financial sponsor"), a confirmatory letter on headed paper from the financial sponsor;
 - (iii) if you are under 18 years old on the date that you submitted your application form to us, a signed parental consent form.

If you do not complete enrolment within the required timeframe our offer and your acceptance will be withdrawn by written notice to you. Once you have completed enrolment to our satisfaction, we will change your status to "Registered" and we will send you an email to confirm this; at this point a binding agreement will be formed between us.



The Institute
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3. Following completion of enrolment, we will provide you with details about the time and place for your induction. On induction you will be required to provide us with the original documentation to verify your identity. We will verify that your fees have either been paid or will be paid by you or your Financial Sponsor. If you do not provide us with the information requested, or we are not able to verify that your fees have been paid (or will be paid) to our satisfaction, we may withdraw your place on the course and terminate the agreement between us immediately by written notice to you. Upon our satisfactory receipt of the original documentation mentioned in this paragraph, and verification that your fees have been paid (or will be paid), we will change your status on the Student Gateway to “Live” and inform you of this by email. You may then proceed to study on your chosen course.

4. If you change your mind about the course, you have the legal right to cancel the contractual agreement between us, during the “Cooling Off period” – this means within 14 days starting from the day we send you the email confirming you have completed registration. We will refund any fees already paid to us by you, or any financial sponsor, within 14 days of you cancelling the agreement. If you cancel within 14 days but the course has already started, you must pay for the part of the course that has been provided until the time that you cancel the agreement. You cannot cancel the agreement after the course has ended. You can cancel in writing either by email or using the form found here[link]. If you would like to use this form please print it off, complete it as indicated, and post it to our Admissions Department at ICMP, 1b Dyne Road, London NW6 7XG or email it to enquiries@icmp.ac.uk. We will promptly acknowledge receipt of your cancellation in writing.

5. We do not guarantee to offer every course to all participants at the same price. From time to time we may offer discounts or special offers for limited periods of time or for individuals in specific groups. We will not match these prices for participants who do not meet the relevant criteria. We may also offer different payment plans from time to time.

6. We may offer you a monthly payment plan or a prompt payment discount. The payment plan does not affect your liability to pay fees. Once the 14-day cooling off period has ended you are liable for the whole of your course fee.

6. If you need to withdraw from the course due to exceptional circumstances after the cooling off period, you should inform us immediately. If, in our reasonable opinion, we agree that the circumstances are exceptional you may cancel the agreement between us immediately by written notice. You will be entitled to study the portion of the course that you did not attend at a future time if you wish to do so. If you are unable to attend again, we will refund the tuition fee for the part of the course that you were not able to attend. If you have received a prompt payment discount, any refund will be based on what you have actually paid to us.

7. In the event that you cancel for any other reason (outside the cooling off period) fees are non-refundable. We will make all reasonable efforts to deliver the course. If, for reasons beyond our control, we cannot deliver the course exactly as advertised (for instance if we need to change advertised guests, artists or songs because the advertised artists are no longer available) we will make all reasonable efforts to deliver the course in a different way but to an equivalent standard. If we are unable to do so and we are therefore obliged to cancel all or part of the course, we will refund the entire fee.

8. You (or your parents/guardians if you are under 18) may notify us prior to the course if you have any specific and/or additional needs (for instance related to a disability). Where you notify us, we will seek to make reasonable adjustments to the course to accommodate your needs. Relevant tutors and the Facilities Manager will be informed of these adjustments. Where you do not notify us in good time, we may not be able to make adjustments to the course.



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9. We publish the following policies on our website:
- a. Acceptable use of IT Policy;
 - b. Equality & Diversity Policy;
 - c. Drugs and Alcohol Policy;
 - d. Health and Safety Policy; and
 - e. General Regulations.

These regulations and policies set out the reasonable standards of behaviour which you must adhere to during your time at ICMP. We reserve the right to exclude you from the course in the case of a material breach of any of these policies.

10. Food will not be provided whilst you are on our site. Basic vending facilities are available on-site for snacks / drinks and microwaves are available to heat food.

11. You should take reasonable care of your property when on our site.