

# Academy for Musical Excellence, AMEC

## General Rules and Regulations:

1. AMEC is open to students of any nationality, of either sex, with no age limit.
2. Candidates may register any time of the year with a minimum study period of two months.
3. With the practical lessons, studying Foundation and Grade 1 Music Theory is compulsory. 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 registration procedure. Once the registration is complete, a request for a change in timing is not feasible. However, the teacher is flexible and tries to accommodate any request. The teacher may allocate a new time slot (if available) at the candidate's request or keep the time slot finalized during registration (if vacant slots are unavailable) and entertain the request in future (when the slot is available).
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. No adjustment is available for group classes.
6. In case of absence or non-payment of monthly fees, AMEC will delete the candidate from its active candidate list. Candidates willing to continue should clear all dues before resuming their regular classes. The caution deposit becomes the monthly fee in case of non-payment in due time. After caution money adjustment, the class time will fall vacant. The candidate may or may not get back the old class timing. Kindly pay the fees (in time) during any planned or unplanned absence and the holiday period to avoid late fees and any other inconvenience.
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 for the missed session. Please 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 during registration their preference for 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 is the best judge, and AMEC empowers the teacher to choose the best option for the candidate. The teacher will inform the candidate about the suitable time, grade and board.
9. Respective examination boards charge examination fees and do the registration. AMEC prepare examination candidates according to the syllabus of an exam board. AMEC has no jurisdiction or administrative power regarding examination fees and procedures like changing the date and time fixed for the examination. Candidates cannot appeal to AMEC for any change, though AMEC may sometimes request an examination board for an unavoidable change. The respective examination board takes the final call, and AMEC or the candidate cannot challenge their decision. AMEC's role is to prepare candidates and share information about the respective examination boards. Online candidates need to find out the entry procedures in their respective cities. AMEC may assist in this process and may provide the contacts. However, there is no assurance for the same.
10. The group session is for one hour, and the individual session is for thirty minutes.
11. AMEC offers one class a week and up to four sessions every month except for cases like holidays, vacations and special situations.
12. AMEC is closed on Govt. holidays, two weeks for summer vacation, two weeks for Puja vacation (in two parts), and ten days for 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. Please collect a copy of the holiday list from the AMEC office.
13. 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.
14. 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.
15. A candidate cannot request a teacher at AMEC to take private classes or classes at a different venue apart from the AMEC premises. Any deviation in this regard may attract legal action.
16. To maintain professional ethics, courtesy and information flow, AMEC teachers can never showcase AMEC candidates (their individual and other AMEC teachers' candidates) as their private candidates. Both candidate and teacher should seek written permission from AMEC to participate in recordings, concerts or any other activities arranged by the teacher. Both teacher and candidate should submit photos and videos of the event to AMEC for official documentation and use in media. Any deviation in this regard may attract legal action.