

**Teacher:** Mrs Victoria Williams BA Mus (Hons) LmusTCL AmusTCL MISM

**Email:** info@mymusictheory.com

## Agreement

“Work” refers to the documents sent by the student to the teacher. “Marking” refers to the documents sent by the teacher to the student.

1. Payment for music theory marking by email is **in advance**, with a minimum payment of 30 minutes’ marking time.
2. Payment is made via Paypal, or bank transfer (UK only).
3. Work should be sent as an image file (**png or jpg**), with a resolution minimum of 1000px width. PDF files are **not** accepted.
4. Work should be labelled with the source e.g. title of book, year of past paper etc.
5. Marking will normally be returned to you within 4 working days Mon-Fri, bank holidays excluded. There may be longer waiting times at certain periods of the year e.g. when exams take place, during school holidays, or if I am away.
6. If you have not had a response from me after 4 working days, it is possible that your email did not arrive. Please email again with no attachments.
7. I will mark up to one hour’s worth of work per student per day.
8. When marking is returned, I will inform you how much time (in minutes) was used and how much time credit you have remaining.
9. Work sent to me without payment will be held for 48 hours and then deleted if no payment follows within that time-frame.
10. If you are unhappy with the service provided, a refund will be given up to the amount of the last marking session and no more marking will be accepted.
11. Marking may not be shared on social media or by any other electronic means.
12. Unused credit amounts can be returned to you if no longer required, minus bank fees.
13. Use of this marking service implies acceptance of the terms and conditions laid out in this agreement and in the Terms of Use document.
14. Victoria Williams is a member of the ISM, the UK’s professional body for musicians.

Signature of Teacher

Date 10/09/2023

*Victoria Williams*