

FLP Admission, Enrolment and Terms & Conditions Policy

This policy governs your relationship with Brass Bands England regarding your application, enrolment, and participation in the Future Leaders' Programme (the "Course"). By paying the Course Fee, you agree to be bound by these terms.

1. Admission and Eligibility

1.1. Minimum Entry Requirements

Applicants must meet the following criteria to be considered for admission:

- A competence in playing a brass instrument, reading music and understanding of music theory at a minimum level of Grade 5 or equivalent.
- A competence in being able to communicate (written or spoken) tasks and assignments equivalent to the standard expected at level 3 (AS level).
- Evidence of frequent access to an ensemble of learners / young people throughout the programme. If there are children (under 18's) in this group then evidence of an enhanced DBS check will be required.
- Up to date BandSafe Training, or willingness to attend a training course (free for participants of the programme).
- To be 18 years of age by the start of the course (1 September 2026).
- Covered by a suitable insurance policy

1.2. Course commitment

Applications must be confident they can meet the commitments expected to participate in the course.

- Attendance at three workshop weekends; 26 & 27 September, 9 & 10 January and 16 & 17 April. Dates and locations of these workshop weekends will be announced in advance of applications opening for the course.
- Time which can be set aside each week to complete tasks, planning and assignments of a minimum of 3 hours per week.
- A willingness to learn, engage and participate throughout the course of the programme.
- Suitable equipment to access the course i.e. a computer to access training materials and online sessions, and the means to be able to fulfil assignments, some of which require video recording.
- Participation in approximately 38 guided learning hours, and a total qualification time of approximately 125 hours.
- Meeting set deadlines, and being willing to balance the demands of the programme alongside existing responsibilities.

1.3. Application Process and Selection

Applications will be taken by the online application form, which includes a video submission.

For 2026/27, our deadline for applications is Friday 12 June 2026 at 9am.

Applicants who meet the minimum requirements and demonstrate a suitable understanding of the course in their application will be invited to an online interview.

For 2026/27, interviews will take place at the end of June.

Applications will be assessed based on the applicant's relevant experience, and their potential to benefit from the course.

Successful applications will receive a formal offer of a place via email by Monday 6 July 2026. This offer will detail the Course Fee and deadline for formal acceptance.

0. Enrolment and Payment

2.1. Course fee and inclusions

The total Course Fee is £800 + VAT for Members (Individuals or as a part of a band organisational membership) of Brass Bands England. This fee includes:

- RSL Level 3 Supporting Performing Music and Arts Learning Entry Fee (£120)
- Access to online course materials and resources
- 1:1 mentoring and support visits
- Workshop weekends in September, January and April
- Lunch catering and refreshments for workshop weekends

Course fee does not include:

- Accommodation, evening meals and travel for the workshop weekends
- Financial support for the ensemble you will be working with as part of the course

2.2. Payment Terms

Option	Payment Schedule	Due Date	Late Payment Policy
Full Payment	100% of the Course Fee	Within 14 days of the offer of place on the course	Failure to pay will result in the offer of place being rescinded
Instalment Plan	3 equal monthly payments	First payment due within 14 days of the offer of a place on the course. Subsequent payments to be made on the 1st of the next two months	Late instalment payments (more than 7 days overdue) will result in temporary suspension of Course access until payment is rectified.

Payment will be paid via invoice, or directly through your members account on the Brass Bands England website.

2.3. Course Access

Enrolment is confirmed upon receipt of the initial payment. Access to the Google Classroom and available resources will be granted on the Official Course Start Date (1 September 2026). Access to the course materials will be available on the online platform for the duration of the course, until 31 August 2027.

0. Terms and Conditions (T&Cs)

3.1. Participant Withdrawal or Termination

Refunds are processed based on the official notification date relative to the Course Start Date.

Withdrawal Date	Refund Entitlement
Within 7 days of payment (Cooling-off period)	100% Refund (£800 + VAT)
Before 21 November 2026	65% Refund (£520 + VAT)
After 21 November 2026	0% Refund

Course withdrawal and request for refunds must be requested in writing to futureleaders@bbe.org.uk.

If a participant is terminated from the course due to a serious breach of the Code of Conduct or IP Policy, **no refund** will be provided.

3.4. Course Cancellation by Provider

If Brass Bands England cancels the course prior to its start date due to low enrolment or unforeseen circumstances, all registered participants will receive a **100% refund** or the option to transfer to the next available course date.

0. Course Modification

Brass Bands England reserves the right to amend or modify course content to best suit changes in legislation, guidance and government policy; to respond to feedback on course delivery; and to suit the needs of the cohort.



0. Professional Advice Disclaimer

The Future Leaders' Programme is designed for education, information and self-improvement purposes.

Guidance and resources provided on the course are not a substitute for professional specialist advice, in particular, in the areas of finance, legal or accounting, and specialist advice should be sought by participants.

Brass Bands England can take no responsibility for the impact on a participant's freelance opportunities or business due to their participation in the course and actions taken from it.

Participants must acknowledge that they are solely responsible for the way they use and apply information and strategies presented in the Course. Your participation and any actions you take based on the Course content are **at your own risk**. Brass Bands England and its Staff shall not be liable for any direct or indirect damages, losses, or injuries resulting from your use of the educational materials provided.