



*New London Performing Arts Centre
76 St James Lane
London
N10 3RD*

NEW LONDON PERFORMING ARTS CENTRE GROUP CLASS TERMS & CONDITIONS

1. Fees are based on a 10-13 week term as indicated on the NLPAC term dates available on the website.
2. Fees are payable termly and payable no later than the second class of each new term. A 10% discount is given on all group class and stage school classes paid before the first day of the new term. If your child turns up to class without the fee having been paid, and unless you have a prior written agreement with the NLPAC office as regards fee payment, they will not be allowed to participate.
3. Email receipts will only be provided upon request. Fees are subject to change and NLPAC will publish this information on the website in advance of any increase in fees.
4. Should any pupil wish to discontinue any class or leave NLPAC the middle of a term, refunds for any unused classes will not be given.
5. Parents who book private lessons, whether for auditions, competitions, exam coaching or otherwise, must pay in advance for these classes when they are booked. Refunds will not be given in the event of the pupil not attending pre-booked private lessons. Private lessons must be booked through the NLPAC office and not arranged with the teacher.
6. Pupils are required to attend class wearing the correct clothes & footwear. Dance exam students must wear the correct uniform for their grade. No student will be allowed to participate in any dance class if they come dressed in skirts, dresses, jeans or inappropriate footwear. No jewellery should be worn for dance classes and hair should be tied back.
7. Ballet & Tap classes work towards ISTD exams. Pupils will only be entered when they have reached the required standard decided by the teacher. Pupils taking Grade exams will be required to attend a compulsory second weekly class in the term before the exam takes place. Parents will be notified at the appropriate time. NLPAC has the right to withdraw any pupil from an examination at any stage.
8. Fees for all Drama, Musical Theatre and Dance exams must be returned by the deadline on the form. Late fees will incur a £5.00 charge.
9. NLPAC endeavours to ensure that your children are taking classes in a safe and comfortable environment. We ask you to bring and collect your child promptly and provide us with written details of special medical or learning needs etc.
10. If a class is cancelled due to the sickness of the teacher, a health epidemic or any other seen or unforeseen event, NLPAC will endeavour to reschedule the class. This may be on a different day or a different time or both from when the class was originally scheduled, and might involve an extension to the term time dates. If the class cannot be rescheduled then students are able to join in with another class of the same level as a makeup. No refunds will be given in this case.

11. Parents are responsible for their children when not in classes at NLPAC. Please ensure you are at the centre on time for the class ending to collect your child. Please inform the NLPAC office if you are delayed in any way.

12. NLPAC does not accept any responsibility for any loss or damage to property left on the premises.

13. All students must be registered for the classes they attend. Unregistered children will not be allowed to participate in the class unless they are brought in on a "Bring A Friend" voucher. These guests need to be registered at the desk before going to the class.

14. Please ensure that NLPAC receives any changes to pupil's contact details in writing/email. All details will be held in strict confidentiality (Data Protection Act 1998) and will not be passed on to outside parties except to exam boards for children doing exams.

15. Pupils will be asked to leave without notice for any serious breach of the school's terms and conditions or for any other serious misconduct.

16. The school does not discriminate on background, race or religion, regularly monitors staff to maintain school teaching policies and adheres to Health and Safety procedures to ensure that each child is in a class appropriate to their level of development.

17. From time to time it is necessary for the teachers to use physical contact when helping to improve pupils' posture or assist in movements in dance classes and at times singing classes. This includes physical contact between students i.e. holding hands.

18. Due to New London Performing Arts Centre employing industry based professionals to lead classes and workshops, parents should be aware and understand that at times teachers may not be available for classes and cover teachers of equal experience and quality will replace the scheduled teacher. Due to the nature of the entertainment industry and the high standard of teachers at NLPAC, teachers will rotate and change at the discretion of management.

19. NLPAC reserves the right to change these terms and conditions at any time providing one term's notice is given to students.

20. I understand and give consent to use of photographs and video recordings from time to time including the NLPAC website/internet for press and promotional development of the school.

21. By enrolling my son/daughter at New London Performing Arts Centre, I confirm that I accept the above terms and conditions.