



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

## NEW LONDON PERFORMING ARTS CENTRE PRIVATE LESSON POLICY INFORMATION

Thank you for choosing to do Private Lessons at New London Performing Arts Centre. We are pleased to be able to offer you some of the most gifted teachers. As a result, our teachers are very full with bookings so there are rules relating to Private Lessons which must be adhered to as a condition of enrolment. Please take your time to read through these carefully and sign at the bottom to confirm that you understand and abide by the terms & conditions.

### Exams

NLPAC offers exams with the full range of grades for all instruments taught. We use Trinity Guildhall, Rockschooll and ABRSM examining boards depending on the instrument and student. When teachers feel you are ready for an exam, they will offer you the opportunity to enter.

### Music Books

It is essential you bring your music book to every lesson. Please ask at reception for where to purchase music or singing exam books. If you are taking an exam, you must have the original book for your grade, photocopies are strictly forbidden.

## PRIVATE LESSON ENROLMENT TERMS & CONDITIONS

### Scheduling

Upon booking a Private Lesson you agree to attend your lesson EVERY WEEK at your allocated time during the NLPAC term. If you need to arrange a new time slot, please contact the NLPAC office and we will endeavour to place you on a day and time that suits you. At the beginning of each new term, your time slot from the previous term is automatically rolled over for you unless you let the NLPAC office know otherwise.

Any changes to the private lessons must be in writing/email to the NLPAC office. It is not to be arranged through the teacher.

Term dates can be found on our website [www.nlpac.co.uk/termdates](http://www.nlpac.co.uk/termdates)  
Classes are subject to change at the discretion of management.

### Lateness

If you are late to your lesson, your teacher will not be expected to make up for the lost time and you will still have to pay the full lesson price.

### Signing in

You **MUST** sign in at reception when you arrive and then wait in the reception area for your teacher to come to collect you. If you do not sign in at the front desk and you are not visible to the teacher when they call you, they may presume you have not attended and your lesson will be missed.

### Payment

All private lessons are required to be paid in advance by either a full term upfront payment or half a term upfront payment. Lessons are charged at £20 per half hour.

A 10% discount will be given for **full term payments** made before the start of a new term. Fees paid within the first two weeks will be charged at £20 per half an hour. Fees paid later than this two week period will be charged at £21 per half an hour. If fees are not received after the first half of term your slot will be cancelled and the first half term of fees will still be due.

## **LIS (Learn an Instrument Scheme)**

LIS trial periods last for 4 consecutive weeks in an available slot. On the **third** week of the trial, notice should be given to the NLPAC office if you wish to continue in that slot or discontinue after your fourth and last lesson. If continuing in the slot then fees will be due for the remainder of the term at the regular rate. If not already a NLPAC member, the membership fee of £50 will be charged after the trial period is over.

### **Make-up lesson policy**

If the instructor cancels the lesson, or if the lesson location is closed for whatever reason, a make-up lesson will be scheduled. If no make-up lesson can be scheduled, a credit will be issued.

If the student misses a lesson without notifying the NLPAC office, no make-up lesson or credit will be issued. The class is forfeited.

If a lesson is cancelled with less than one week notice, no make-up lesson or credit will be issued.

**A Maximum of 3** lessons per term can be cancelled with one week notice or more and a make-up lesson will be scheduled. However, if no make-up lesson can be mutually scheduled within the term, no credit will be issued and they cannot be carried over to the following term.

### **Cancelling a Private Lesson Slot**

Upon confirmation and payment of your private lesson you will hold that lesson time for the duration of the term. Should you wish to terminate your lesson slot, notice of at least half a term needs to be given in writing to the NLPAC office on [info@nlpac.co.uk](mailto:info@nlpac.co.uk) if this notice period is not given then the next half terms fees will be charged.

You will then receive confirmation that of your lesson termination date.

### **Teachers**

Due to New London Performing Arts Centre employing industry based professionals to lead classes and workshops, there will be times when 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.

### **Agreement**

By signing up to classes at NLPAC, you agree to the terms and conditions as listed above. If your personal details change, you must notify NLPAC as soon as possible to ensure communication is received in a timely manner

NLPAC

NLPAC reserves the right to use their discretion in any matter arising out of unforeseen circumstances in regard to the above named student when attending classes at the centre