



---

# PRIVATE LESSON POLICY

---

NEW LONDON PERFORMING ARTS CENTRE

NEW LONDON PERFORMING ARTS CENTRE  
76 St. James Lane, London, N10 3RD

Thank you for choosing Private Lessons at New London Performing Arts Centre. We are pleased to be able to offer you one-on-one training with some of the most gifted teachers.

Please be aware that there are rules relating to Private Lessons, which must be adhered to as a condition of enrolment. We request that you take your time to read through these carefully before signing to confirm that you have understood and abide by the terms & conditions.

### Exams

NLPAC offers exams within the full range of grades for all instruments taught. We use Trinity Guildhall, Rockschool 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 information on where to purchase music or singing exam books. If you are taking an exam, you must have the original book for your grade as 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, you must contact the NLPAC office in writing, 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, unless you have given half a term's prior notice, in writing, to the NLPAC office.

Any changes to the private lessons must be sent via email to the NLPAC office. It is not to be arranged through the teacher.

Term dates can be found on our website. 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 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.

## 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 final 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, a membership fee 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. This credit must be used within the same term as 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's 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 make-up lessons 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 at [info@nlpac.co.uk](mailto:info@nlpac.co.uk). If this notice period is not given, the next term's fees will be charged.

If approved, you will receive confirmation 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 enrolling in classes at NLPAC, you agree to the terms and conditions as outlined above. If your personal details change, you must notify NLPAC as soon as possible to ensure communication is received in a timely manner

<b>Student Name</b>	
<b>Print Name</b> (parent/carer if on behalf of student)	
<b>Signed</b> (parent/carer if on behalf of student)	
<b>Date</b>	

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.