



## **SINGING LESSON – TERMS AND CONDITIONS**

By agreeing to the following terms and conditions, the 'New Student Enrolment' form will act as a contract entered into by Leamington Voice Studio Ltd (hereinafter referred to as "the Provider") and the student (or parent if under 18 years of age) as named on the completed 'New Student Enrolment' form (hereinafter referred to as "the Client") on the date as detailed within the 'New Student Enrolment' form.

The Client hereby engages the Provider to provide services for private Singing tuition. The Provider hereby agrees to provide the Client with such services in exchange for consideration described herein under "Terms & Conditions for Services Rendered".

### **Fees**

The Client is to be prompt with all payment deadlines. This includes private coaching fees, rehearsal & show fees, exam fees and costume expenses, as well as any other related costs. Lesson fees are to be paid by the first of every month for the coming month's lessons. An invoice will be issued to you 7 days prior to this deadline.

1:1 lessons are undertaken on a weekly or fortnightly basis. Payments are to be made via direct bank transfer or My Music Staff using the link on your invoice. Bank details will be issued to you on each invoice, please ensure to provide the students name as a reference. Any late payments will incur a £5 late fee administration charge. Please note that only 2 lessons per academic year (1st September-31st August) may be missed without charge (eg. if the students has a school trip, dance show etc). These lessons still require a 24 hour cancellation notice period. After the two permitted absences, missed sessions will be charged for IN FULL in order to hold your space and enrolment. Missed lessons without the required notice, or lessons whereby the notice period is not adhered to, will be charged IN FULL and no refund will be issued. Where absences are known in advance, the Provider will endeavour to reschedule the missed lessons to an alternative day or week, as available in the Leamington Voice Studio calendar.

### **Absence**

Once lessons are booked and confirmed, cancellations must be made with 24 hours notice.

This must be done by contacting us via email, using the address [info@leamingtonvoicestudio.com](mailto:info@leamingtonvoicestudio.com)

Failure to adhere to the notice period will result in you being fully charged for the missed appointment.

Should your teacher be absent due to illness, a pre-existing work commitment or a holiday, clients will be given the same 24 hour notice period. Lessons will be re-scheduled to another suitable time/day, or an Leamington Voice Studio cover teacher will be provided.

### **Lateness**

Due to the nature of lesson scheduling, your session cannot be extended to compensate for lateness. Please arrive 2-3 minutes early (no earlier). Full lesson costs are still applicable if the student is late. If the client is more than 10 minutes late, the provider reserves the right to cancel the lesson without refund.

### **Safety**

All teachers have been briefed upon and signed The Leamington Voice studio Child & Vulnerable Adults Protection Policy, Health and Safety Policy and Risk Assessment. Personal items are the sole responsibility of the Client. The Client is asked to behave sensibly and attentively to prevent injury within the teaching environment and get the most out of each session. All teachers are fully DBS checked, and Leamington Voice studio holds a comprehensive insurance policy.

### **Photography**

All photographs and video footage from Leamington Voice Studio performances, rehearsals, events & lessons will remain the property of the Provider and can be used as required for publicity and advertising. This may be print, or internet based. Written permission will be sought from parents of children under 16 for each performance. Please grant your permission for you/your child to be photographed and/or video recorded during lessons, rehearsals and shows for social media, website posts, advertising, or any other promotional/advertising materials using the 'New Student Enrolment' form.

### **Miscellaneous**

All new and/or prospective students are required to read the Leamington Voice Studio GDPRs Compliance Statement and Privacy Policy to understand how we collect, store and process your data. Please also familiarise yourself with our list of policies, which are put in place for the safety and well-being of all of our students, parents and staff.

For any queries, please contact us by email on [info@leamingtonvoicestudio.com](mailto:info@leamingtonvoicestudio.com)