



West Wickham Music Tuition (WWMT)

TERMS & CONDITIONS

FOR PIANO-KEYBOARD /SINGING / VIOLIN / GUITAR / THEORY LESSONS

Valid from September 2018 until further notice.

**87a Station Road
West Wickham
Kent BR4 0PX
Mob: 07575 615 893
Email: wwmusic tuition@gmail.com
Website: www.wwmusic tuition.co.uk
Principal: Mr. Alex Stanescu**

- 1. Scheduled lessons will fit approximately with the Bromley Schools term times. However, extra lessons can be arranged during holiday times.**
- 2. All lessons are non-refundable. An allowance of 2 missed lessons will be given per term. These 2 lessons must be rescheduled within the same term, including the holiday time up to the start of the following term.**
- 3. All missed lessons should be rescheduled directly with the teacher.**
- 4. For any of the 2 missed lessons that have not been possible to reschedule £10 per lessons will be credited towards the next payment block.**
- 5. If more than 2 lessons are missed in a term, each lesson will be charged in full.**
- 6. If for any reason, the teacher is unavailable, a substitute teacher will be provided by WWMT. Lessons covered by a substitute teacher will be treated as normal lessons and refunds or rescheduling will not be possible.**

7. In the unlikely event that a lesson must be cancelled by WWMT, the lesson will not be charged, and full payment will be credited towards the next payment block.
8. Extra lessons can be booked before exams and during any holiday. Please contact us in advance.

PAYMENT

Payment is to be made every 5 lessons in advance, inclusive of payments due at the end of term, in which case lessons will be credited to the next term.

Payment should be made via bank transfer, 3 days before the following lesson is due:

Bank:

Sort Code:

Account Number:

(Please write the student's first name and surname as reference).

OR

By cheque, payable to "Alexandrini Music LTD", one week before the following lesson is due.

Please note that failure to pay on time will result in a £5 late payment fee being charged.

In the unlikely event that the teacher is unable to attend a lesson, due to unforeseen circumstances, a substitute teacher will be provided without reimbursement, to ensure teaching continuity and progress of the pupil.

NOTICE OF CESSATION:

If you / your child wish/es to discontinue lessons, notice must be given in writing to WWMT, 5 lessons in advance. The letter should be signed and dated and the dates of the last 5 lessons mentioned as agreed with the management of WWMT.
(Please note that notices sent via email or text message will not be accepted)

Failing to provide the adequate notice and ignoring our letters will result in legal proceedings at the small claims court or hiring a debt collector agency.

West Wickham Musc Tuition - OUR COMMITMENTS:

To give the highest possible standard of tuition.

To discuss student's progress on a regular basis, with the teacher and the parent.

To give regular feed back to the student or parent about lessons.

To monitor lessons and pupils' progress to discuss and exchange ideas regarding the lessons with the teacher and the parent.

To enter all pupils for their grade examination, after discussion with their parent, their teacher and assessment of the pupil.

(Please note WWMT will charge a £10 fee for this service, this fee must be added to the exam entry fee required by the examination board)

To organise concerts, periodically for our students when time and circumstances permit

To ensure that all the tutors and potential cover teachers have appropriate teaching experience, qualifications and hold a valid CRB/ DBS or Police Check (Subject Access Check).

We reserve the right to make amendments and we kindly advise to keep this copy for your records as well as read our Teaching Method and Guidelines on the next page.