



Lancaster Community Music Trust

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TERMS OF TUITION

General

The Lancaster Community Music Centre, (the Centre), can arrange for teachers to provide individual private tuition in most instruments. With the exception of tuition in the piano this is provided in the first place for members who are, or who will soon be, playing in Centre groups. In the case of a beginner this would normally be within the first term of tuition. For those with experience commencement with a Centre group would be much sooner.

Teachers providing such tuition are not employed by the Centre. The Centre acts as an agent in bringing teachers and guardians/pupils together, but the teaching contracts are directly between the teacher and the guardians or pupils concerned.

Individual tuition at the Centre must be arranged through the Centre and the necessary registration procedures completed with the Centre's administrative staff. The Centre must maintain a record of everyone present on the site, for fire and safety purposes. It must also determine any liability for access fees, and teacher registers must be maintained and updated. The information held in the Centre database about the activities of individual members is also a potentially useful tool in aiding the musical development of pupils and the Centre as a whole.

Invoicing and payment

Payment for individual instrumental tuition is set by the tutors. The length of lessons is agreed between the teacher and the pupil or pupil's guardians.

Invoices for individual tuition at the Centre will be issued by the teachers half-terminally in advance or, if tuition commences part way through a half term, at the date of commencement. The invoices will be issued by the teachers and payment is to be made directly to the teachers. **Payments for individual tuition cannot be accepted by the Centre.**

Refunds of charges will not be given when a pupil is absent unless it is with the agreement of the teacher. Correspondingly no charge will be payable for a lesson if a teacher is absent. Payment is due half-terminally in advance.

Termination

Teachers must be given four weeks notice to stop lessons and payment must be made for the lessons that would have taken place in that four week period. It may be possible in some circumstances for a shorter period of notice to be accepted where there are other pupils on a waiting list for tuition with that particular teacher, but this cannot be guaranteed.

Disputes

In the event of any dispute between teachers and pupils, relating to individual tuition at the Centre, the Centre will act as an arbiter in order to attempt to resolve the problem. In the unlikely event that a problem cannot be resolved the decision of the Centre will be final.

The Centre reserves the right to cancel an individual tuition arrangement if the behaviour of a member in general at the Centre is such that exclusion from the Centre is considered necessary. In such cases payment of up to four weeks' lessons (the normal notice period) will still be required.