

An agreement between the LCM Junior College and the parent:

1. Students sign up for lessons at LCM Junior College on a termly basis [10 weeks]. Continuing students will be expected to complete a re-enrolment form ahead of each subsequent term. A full application form will be required prior to the start of each new academic year.
2. Half a terms notice is required in writing if students do not wish to continue the following term, otherwise the fee for half a term will be payable.
3. There is no automatic reduction or waiver of fees in the case of none attendance.
4. The teacher agrees to deliver 10 [individual/group] lessons approximately once a week across the term at the premises of the University of West London. Where possible all lessons will be delivered on the LCM Junior College term dates by the agreed teacher, however in the event of the agreed teacher being unable to teach due to sickness or other reason, the lesson will be taught at the next suitable availability of both teacher and student or if available on the given term date by another teacher of the same specialism.
5. The institution will advise the parent/guardian on the amounts owing for the term and issue an invoice and timetable ahead of lessons commencing.
6. The parent/guardian agrees to pay the lesson fees by the specified date ahead of lessons commencing. Lessons cannot start until payment is received in full by the University of West London. Please allow 5 working days for payment to clear.
7. Lesson fees are reviewed annually, ahead of each new academic year.
8. If an arising matter is not resolvable directly with the teacher, any issue regarding lessons can be reported to Lara Rawlings, the LCM Junior College Manager.
9. The instrumental teacher will inform the parent/guardian if their child is ready to be entered for a LCM Junior College concert or LCM graded examination.
10. All examination grade preparation at LCM Junior College [practical and theory] are for The London College of Music Examinations (LCME).
11. Instrumental teachers will record expected practice in the student's practice diary and will complete the termly report located in the practice diary.
12. Parents should encourage a healthy practice routine with correct equipment such as a music stand and a quiet place to practice. Weekly practice is expected of the student and students are encouraged to perform at least once a year at a concert or event.
13. The University of West London is committed to safeguarding and promoting the welfare of children and young people.
14. The University of West London is committed to the protection of individuals' rights and privacy. LCM Junior College needs to process certain personal data in order to carry out its functions. No personal data is shared outside of The University of West London or with third parties.

By proceeding with my child's application, I agree to the terms and conditions of LCM Junior College.

