

Lincolnshire Music Service

Terms and Conditions – in brief

Lesson Application Process

- 1b) Once a Lesson Request has been approved in accordance with this clause 1, the Student will receive the following number of Lessons during each Academic Term,
- ◆ autumn term – 13 Lessons
 - ◆ spring term - 11 Lessons
 - ◆ summer term – 12 Lessons

Lesson costs (from September 2021)

Lesson Type	Cost Per lesson
Individual 15	£9.30
Individual 20	£12.40
Individual 30	£18.60
Shared 20	£6.20
Shared 30	£9.30

Shared Lessons

LMS shall seek to provide suitable students to share lessons with, if a shared lesson option has been selected. If another suitable student is not found or available, LMS will offer You either:

- an individual 15 min lesson, or
- Remain on the waitinglist until a suitable student applies for lessons.

Payments

- You will be invoiced for the Lessons via SpeedAdmin portal and via email. It is your responsibility to access the SpeedAdmin portal to access such invoices.
- You must pay the invoice in full no later than 1 week before Lessons commence during the relevant Academic Term, via the SpeedAdmin/LCC payment portal unless a payment plan has been agreed. In this instance, the first payment must be received 1 week before lessons are due to commence.
- If payment has not been received by LMS 1 week before the proposed first scheduled Lesson of the Academic Term, Lessons will not commence.

Students missing a lesson

- It is not the responsibility of the Tutor to ensure the Student attends Lessons, however the Tutor will make every effort to encourage good attendance.
- Lesson times are available within the SpeedAdmin Student and Parent dashboard.
- LMS will only grant refunds where LMS cannot supply a Lesson.

- LMS will not grant refunds if a Student is absent from, or late for, Lessons for any reason. A Tutor may attempt to provide make-up sessions for Lessons missed however LMS does not guarantee make-up sessions will be available.
- If You know the Student will be absent from a Lesson due to another commitment, please inform LMS no later than 4 weeks before the date of the Lesson so that LMS can cancel the Lesson, or re-schedule.

Discontinuing from Lessons

You may not stop Lessons unless notice is provided to LMS by the relevant mid-year adjustment deadline dates on LMS' website. These have been listed below for ease of access and will be strictly adhered to.

Mid-Year Adjustment Deadline Date	effective from
Friday 24th September 2021	Monday 1st November 2021
Friday 5th November 2021	Tuesday 4th January 2022
Friday 25th February 2022	Tuesday 19th April 2022
Friday 27th April 2022 (Yr 11,12 and 13 only)	Monday 6th June 2022

- Log in to Your account on SpeedAdmin; and
- Select "Discontinue" from the menu bar, then select the course, and select "deregister". This will notify LMS of the intention to cancel lessons at the end of the current Academic Term.
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Instalment Payments – County Groups.

- Instalment payments for County Groups Memberships must be completed before the end of March 2022. No extensions will be granted.

Instrument Hire

- The Instrument Hire charge is £17.50 per academic term. No discount is given for commencement, or return of hire mid-way through a term.