

Forte Vocal Coaching Ltd - Lesson Agreement

- The lesson agreement is entered into between the customer (Fee payer) and Forte Vocal Coaching Ltd
- Lessons are to be conducted at our business premises; Reeds Farm Estate, Roxwell Road, Chelmsford, CM1 3ST (unless explicitly stated by Forte Vocal Coaching Ltd)
- All correspondence regarding lessons; including, but not limited to; administration, examinations, lesson time changes and/or general queries must be directed to the owner; Jonathan Parkin either by email: jonathan@fortevocal.uk or by telephone: 07850 633 749
- Upon enrolment, you will be designated a specific teacher who will conduct the customers/ students lessons going forward. Forte Vocal Coaching Ltd reserves the right to change the designated teacher at any time. You will be notified of any changes to the customer/students designated teacher via email.
- In the absence of the customer/students designated teacher a competent and comparative teacher will be provided in place of the designated teacher.
- Teachers are contracted to 'Forte Vocal Coaching Ltd' and must not, under any circumstances be contacted by the customer or student regarding lessons outside of the remit of this agreement
- Payment of all fees must be made in full to the business bank account detailed on the bottom of the clients invoice by no later than the second week of each half term. Late payments will incur a 10% surcharge.
- The client will be billed in advance for the upcoming half term.
Half terms vary in length from term to term.

- Refunds will not be given if the client decides to terminate lessons at any point during a half term. Fees are not waived in respect of family holidays, school trips, exams or short term sickness or injury. Long term injury or sickness with a medical note will be assessed on an individual basis.
- Forte Vocal Coaching requires a half term's written notice should you wish to change lesson days/times or wish to terminate lessons prior to the commencement of the half term for which notice is being given. If no notice is given you will be required to pay in full. In the event of a pupil leaving with fees outstanding Forte Vocal Coaching reserve the right to pursue recovery of the debt by all legal means necessary.
- Forte Vocal Coaching accepts no responsibility for any items lost or damaged on our premises, whether it be in lesson or in our waiting area.
- Forte Vocal Coaching will at no time tolerate abusive or inappropriate behaviour towards other students or teachers. Should this happen the student will be excluded from lessons with no refund made.
- Students will be chosen for examinations at the discretion of their teacher and is conditional to regular attendance of lessons. Pupils are expected to arrive on time and be ready for their lessons.
- Forte Vocal Coaching cannot be held responsible for any student outside of their allotted lesson time. All children must be supervised.
- Clients must use the customer car park at all times. Forte Vocal Coaching holds no responsibility for damage to, or theft of vehicles.
- No refunds will be given in the event that classes are cancelled due to bad weather or events out of our control. You will be

notified via text message to the contact numbers provided upon sign up if such events arise.

- As a matter of courtesy please advise if you or your child take additional lessons elsewhere. Forte Vocal Coaching are not liable for any injury related to singing, piano, guitar and acting if classes are taken elsewhere.
- Please advise if you or your child audition for any professional jobs/colleges/courses as we may be required to give a professional reference.
- Clients/parents/guardians must provide up to date emergency contact numbers, collect on time and fill in all registration forms to attend lessons. All medical conditions must be notified in writing.
- Forte Vocal Coaching does not accept liability for personal injury to any student attending lessons, with the exception of such injury being caused by negligence or default of any member of our staff.
- Attendance of lessons under the control of Forte Vocal Coaching including but limited to tuition given off site and/or in any educational establishment, confirms that you agree to adhere to the terms & conditions contained herein.