

# Lyme School of Ballet Payment and Cancellation Policy

## Payments

- Lyme School of Ballet (LSB) has three invoiced terms per year.
- Your initial registration will either be for a full term, or for the remaining classes in that term when joining part way through.
- Fees must be paid prior to the first class of each term.
- A 10% discount is given when two or more members of a family attend LSB, or a student attends more than one class per week.
- Late payments will not be chased but students that have not paid may not be able to attend class.
- LSB reserves the right to change fees without prior notice but will endeavour to inform parents and carers of any changes prior to sending an invoice.

## Cancellation

- A half term's written notice (6 weeks) to the Principal, Miss Freya, is required for any pupil wishing to discontinue lessons with LSB. If notice is not received, the full payment of the term's fees (12 weeks) will be due.
- LSB retain the right to change advertised lessons in the event of illness or other circumstances beyond our control, such as bad weather.
- If classes are cancelled by LSB due to unforeseen circumstances, the lesson will be made up or fees will be deducted from the following term's invoice.
- LSB will not be financially liable for classes or dates cancelled due to events beyond our control, such as cancelled hall hire or bad weather.

## Refunds

It is very important for all students to attend LSB regularly to enable continuity of learning and, ultimately, to prepare for examinations. Students/Parents MUST contact Miss Freya in advance of their lesson if they are going to be absent.

- Pre-paid classes are not refundable.
- If a student is unable to attend class due to ongoing illness or circumstances out of their control, LSB will consider a partial refund, or credit for the next term's invoice, on a 'case by case' basis.
- Any refunds, due to student absence, will be at the discretion of The Principal, Miss Freya.