

Limepalm Ltd LAMDA Tuition Terms and Conditions

We hope you will understand that while we will always try to be accommodating and flexible as possible, it best protects us and you if we lay out terms and conditions for Private LAMDA tuition with us. If you have any questions about the following Terms and Conditions, please get in touch.

1. Unless otherwise agreed in advance with Limepalm Ltd, all LAMDA session tuition fees are due prior to the start of each new term and are paid via the Limepalm website at www.limepalmproductions.com/boxoffice. Any fees unpaid two weeks into the start of the new term may be subject to a 10% surcharge (under the Late Payment of Commercial Debts (Interest) Act 1998). Any outstanding payment may result in sessions being suspended.
2. LAMDA Examination Fees and Limepalm LAMDA Exam Admin Fees are **not included** in LAMDA Session Tuition Fees and will be invoiced for separately. All LAMDA Examination Fees are paid by Limepalm Limited on your behalf and recharged accordingly. For further information about/costings for Examination Fees, please get in touch.
3. Limepalm Ltd is based in Lindfield, West Sussex and while our LAMDA Tutors are prepared to travel a reasonable distance for Private Tuition, if we feel the Learner's address is outside what we consider to be a reasonable distance from Lindfield we may request the Learner **either** travels to Lindfield for their sessions **or** we will quote for travel costs on top of the usual fees.
4. It is the Learner's responsibility to attend their weekly sessions and to be aware of session times, location and which resources they need to bring to each session. Limepalm will provide materials and politely request they are looked after and brought to each session to prevent unnecessary printing and stationary costs.
5. Absences – if a Learner is ill, unavailable or forgets to attend the session, then the session is chargeable. If a Learner has a partner or is in a group, they should attend sessions even if their partner/group member is absent. The missing partner will forfeit their session in this instance.
6. If the Limepalm LAMDA tutor is absent from work for any reason, we will give as much notice as possible. In the first instance, Limepalm will arrange a time to reschedule/make up the session. If this is not possible then a session will be held in lieu. If neither scenario is possible then a refund will be arranged for the missed session. This arrangement is at Limepalm's discretion.
7. For in-school sessions, parents MUST give notice if a pupil has a school trip, activity, INSET day etc. that clashes with LAMDA tuition. Every effort will be made to reschedule the session if reasonable notice is given and that an alternative time is viable.
8. HALF TERM'S NOTICE is required in writing should a pupil wish to discontinue their sessions with us at any stage. If this is not received, then the following half term's fees are payable and will be invoiced accordingly. E.g please give notice before the October half-term if your child DOES NOT wish to continue for the subsequent Spring Term.
9. **PLEASE NOTE** - LAMDA exams are frequently scheduled for Saturdays and Sundays, so please be aware that your child must be available for set examination dates. Parents will be given at least 4 weeks' notice ahead of the potential examination dates and confirmation of your child's exam date and time will be given once the timetable is received. Please note that time and date confirmation is often not received from LAMDA for LAMDA Public Centre dates until 10 days before the first exam date. Every effort will be made to accommodate date preference requests if received with adequate notice, but time preferences are not an option for Public Centre exams as LAMDA timetable the event. Dates and times are not guaranteed so please remain flexible.
- 10.

11. We will always make every effort to keep an open line of communication with parents/carers and would ask you do the same, especially if your child requires additional support from us.
12. Our LAMDA sessions are not for line learning which we request happens at home between sessions. Your child will also be expected to rehearse and practice at home between sessions, and we may set specific tasks to be completed outside of our sessions as part of the exam preparations.

Taking part in LAMDA classes is taken as both parent/carer/guardian and child's agreement to the Terms and Conditions as written here.

Holly Seymour & Susie Leppard - Limepalm LAMDA Tutors (September 2023)