

LCCM Part-time course Registration form

1) Personal information		
Name		
Address		
Address		Post Code
E-mail		Telephone
2) Please write the name of the course you are registering for i.e. 'Vocal Experience'		
3) Please tick how you are paying for the course		
Course type	Tuition fees (inc registration)	Payment method
Part-time evening course	£325	Bank transfer <input type="checkbox"/>
Performance Workshop	£325	Cheque <input type="checkbox"/>
Jamming	£325	Cash <input type="checkbox"/>
Jazz Week	£375	Credit card <input type="checkbox"/>
Saturday recording & production	£595	
4) Please tick what you are paying for now		
The full course fees <input type="checkbox"/>		
Registration fee only <input type="checkbox"/> £50 (evening courses, Jamming, Jazz Week, Performance Workshop)		
<input type="checkbox"/> £125 (Saturday recording & production)		
Payment method		
Cheque: Please make cheques payable to LCCM Ltd.		
Credit / Debit Card: Tick <input type="checkbox"/> (Please call +44(0)20 7378 7458 to pay by credit / debit card.		
Bank transfer: Please use your (the student's) full name as reference for the transfer.		
Account name: LCCM Limited		Bank: Barclays Bank (London Bridge)
Swift code: BARCGB22		IBAN: BARCGB22 208057 43450767
Sort code: 20-80-57		Account number: 43450767
5) Declaration: I have read and understand the LCCM terms and conditions and agree to abide them in full.		
Signature:		Date:
Admissions officer		
Student ID		Course ID
Outstanding balance		Date

LCCM is a not-for-profit company limited by guarantee. Company number 05994433.

Registered office 50 – 52 Union Street, London SE1 1TD.

Tel: +44(0)207 378 7458 Fax +44(0)207 407 2819

LCCM Part-time course: Terms and conditions

Registration fees

All courses are subject to a registration fee, which covers our administration and reserves your place on the course. Registration fees are deducted from the total balance of your course fees. All registration fees are non-refundable:

Part-time evening courses £50

Performance Workshop £50

Jamming £50

Jazz Week £50

Saturday recording and production £125

Tuition fees for part-time courses

The balance for part-time courses is payable no later than one week before the course start date.

NB: The balance for Jazz Week is payable 4 weeks before the course start date.

Tuition fees

Part-time evening courses $£275 + £50 = £325$

Performance Workshop $£275 + £50 = £325$

Jamming - 1 week course $£275 + £50 = £325$

Jazz Week - 1 week course $£325 + £50 = £375$

Saturday studio recording and production course $£470 + £125 = £595$

Payment methods

Tuition fees can be paid by bank transfer, Credit / Debit card, cheque or cash. **NB: Please use the student's full name as reference for all bank transfers.**

Refund policy

Part-time courses have a refund period of 7 days after which time course fees become non-refundable. The request for a refund must be made in writing within the 7-day period. In the event that a refund is given, the registration fee and the cost of any tuition received will be deducted from the refund. Refunds are given at the discretion of the college and where the student can prove the course they have undertaken is inadequate and differs significantly from the course description.

NB: EXCEPTIONS TO THE ABOVE REFUND PERIOD

All places on Jamming, Performance Workshop and Jazz Week are non-refundable as places are extremely limited.

Course deferral

Students may, at the discretion of LCCM, defer a place on a part-time course. The place will be deferred until the next available course and for no longer. Students may not defer a place more than once. **NB: places on Jazz Week and Jamming may not be deferred.**

Course cancellation

In the event LCCM is forced to cancel a course, we will offer you a mutually agreed alternative or if such an alternative cannot be found, all fees including the registration fee will be returned to you in full.

These terms and conditions supersede all previous versions of our terms of business (February 2010).

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