

NORTHAMPTONSHIRE
— SCHOOL OF —
DANCE
TERMS AND CONDITIONS

Fees and refunds

- A fee is charged for all of the lessons in each class enrolled in per term and invoiced in advance for the whole term.
- Invoices must be settled prior to the start of each term.
- Students are expected to attend all lessons within the class per term.
- For students who enrol during the term, an invoice will be issued, and payment must be made by the due date specified on the invoice, or prior to starting the second class whichever is the sooner.
- Refunds will not be given for non-attendance, even if absent date are advised in advance.
- Refunds will not be given where a lesson has to be cancelled but is rescheduled, potentially at an alternative location, date, time or online.
- Refunds will not be given where a lesson has to be cancelled, and another class on the timetable is suitable as a replacement. The alternative lesson can be attended at any time during the same term.
- Students should provide at least 48 hours notice when cancelling a private lesson by contacting admin@northamptonshiredance.co.uk.
- If a student cancels with less than 48 hours notice, or does not attend the scheduled lesson, the invoice will be expected to be paid in full.
- Fees are currently exempt from VAT.
- Failure to pay in accordance with these terms could result in the student being excluded from lessons until full payment is received.
- New students should pay using the invoice that will be sent to the email address provided upon full enrolment.
- Payment can be made online by bank transfer, to the account specified on the invoice issued. Northamptonshire School of Dance requests that you quote the invoice number and student's name as a reference for your payment.
- Northamptonshire School of Dance would prefer not to receive payment by cash for term fees. However, the Principal acknowledges that this method continues to be used by some parents / guardians. Northamptonshire School of Dance will not be held responsible for payments left with a teacher, when a receipt has not been provided.
- Northamptonshire School of Dance reserves the right at any time during the term, to ask students to leave a class if any fees remain outstanding after the start of term.
- Items of uniform will not be issued, until payment has been received, without prior permission from the Principal. If items have been issued without payment, and an invoice remains outstanding, Northamptonshire School of Dance could exclude the student from lessons until full payment is received.
- Payment for uniform items or equipment will also be accepted via credit / debit card at the time of purchase, if suitable internet connection and the relevant equipment is at the venue.

Late Payment

- Parents / Guardians will receive written notice if payment has not been received in accordance with these terms and conditions.

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- Northamptonshire School of Dance will issue a £10.00 administration fee on all invoices that have not been paid by the second class of term, and for any other invoices which are overdue. Further administration fees will be added for continued non-payment, when reminders have been issued.

Register, attendance and absence

- A register for each class is maintained by the teacher and records student attendance for the purposes of safety and security.
- If a student is absent from class for four or more consecutive weeks, a refund of 90% of the fees paid for those classes not attended will be given only on the evidence of a medical certificate. This must be provided within one month of the absence, otherwise no refund will be given. Additionally, refunds can only be given from the date on the medical certificate.
- If a class is cancelled due to the sickness of the teacher, a health epidemic or any other unforeseen event, then we will try to reschedule the class. This may be on a different day and time or venue/online, from when originally scheduled and might involve an extension to the term time dates, or in extreme conditions, in a different term. No refunds will be given in this case.
- If a student is unwell, they must not attend any lesson within 48 hours of the end of their sickness.

Provision of online lessons

- Northamptonshire School of Dance will provide online classes, if and when the need and/or demand arises.
- Students will be advised which forum Northamptonshire School of Dance is using for the lessons, and this must be downloaded and accessible – eg. Zoom.
- Parents / Guardians will be invoiced in advance for the online classes, and these must be paid prior to the invitation and password being issued.
- Students must be dressed for class in their dance uniform, with the correct footwear, and tidy hair.
- Parents / Guardians must ensure that the student has sufficient space in order to dance, although the dance class will be modified to accommodate the restricted space in comparison to the dance studios.
- Parents / Guardians must ensure that they have completed a risk assessment of the area, prior to the online lesson in order to prevent any accidents. A few examples have been listed:
 - Corners on furniture
 - Slip hazards – rugs etc.
 - Ornaments / Vases / Ceiling Lights that could be knocked
 - Pets to be removed from the area
- No siblings are allowed to participate in the class, unless Northamptonshire School of Dance has been advised in advance.
- Parents / Guardians are asked to minimise the distractions to the students during their lesson.

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- Northamptonshire School of Dance will allow the students to chat for a few minutes at the end of the lesson, but will mute the audio, once the lesson commences.
- STRICTLY NO recording / videoing is allowed of the lesson.
- Parents / Guardians are asked to ensure that only the first name of the student is visible in the profile.
- Northamptonshire School of Dance will always issue a password for the invitation, in order to maintain security for everyone.

Change of classes, withdrawal and termination of attendance

- If students wish to withdraw from any class, they are required to provide advance notice, in writing with a minimum of half a term. Timetables are established in advance, together with the viability of numbers. Failure to advise Northamptonshire School of Dance, will incur an invoice for the following term.
- Change of Class Requests and Additional Class Requests are to be made in writing to admin@northamptonshiredance.co.uk. These requests will be reviewed by a member of the team and you will be contacted with the outcome of the decision. Students must not change to another class without written confirmation.
- Invoices will not be altered when insufficient notice for a student leaving or changing a class is provided.

Examinations

- Northamptonshire School of Dance is affiliated with the RAD (Royal Academy of Dance) and IDTA (International Dance Teachers Association), working towards the highest standard of training. This ensures that examinations are only taken when the Principal believes the pupil has reached the required standard.
- Students will be advised if they are believed to be ready to take an examination, and the parents / guardians will be contacted, and an invoice raised.
- If the invoice is not paid, by the due date, the student will not be entered for the exam.
- Examinations require a lot of hard work, dedication and may require attendance of extra examination classes to ensure students are at the correct standard by the examination date. These lessons may be scheduled in addition to syllabus classes and will be invoiced accordingly.

Auditions

- If a student wishes to undertake auditions or other classes / performances at a different dance school, dance company or public venue, it is professional etiquette to contact the Principal of the Dance School. Northamptonshire School of Dance are keen to support all students endeavours with dance.

Medical

- Parents / Guardians are required to give permission (for any students under 18 years of age) for an authorised First Aider to give any immediate and / or necessary first aid treatment. This includes any emergency medical treatment recommended by emergency medical staff.

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- Any Parents / Guardians who do not give this permission, must advise Northamptonshire School of Dance by writing to admin@northamptonshiredance.co.uk, with the subject "MEDICAL PERMISSION".
- Northamptonshire School of Dance does not accept any responsibility for accidents incurred during participation in a class.

Photographs / Filming

- Parents / Guardians are requested to give permission for photographs and filming of students. Any parent / guardian who does not give this permission, must advise Northamptonshire School of Dance by writing to admin@northamptonshiredance.co.uk, with the subject "PHOTOGRAPH PERMISSION", and ensure that the email is acknowledged and confirmed.
- If a parent wishes to photograph or film a lesson, they may do so with the written permission of the Principal and the teacher's consent. However, we operate a strict policy that protects families that do not wish their children to be photographed or filmed. If this policy is found to be breached, we will require you to remove all evidence of the photography / filming.
- Northamptonshire School of Dance will use photographs and filming as a platform to advertise the School and to celebrate the student's achievements. The filming will also be used as a teaching aid for the students.
- Northamptonshire School of Dance may perform at a public theatre, where tickets are open to the general public. Northamptonshire School of Dance are unable to guarantee that photographs of students will not be taken, and therefore advise that parents / guardians consider this, before granting permission for a student to take part in a show.
- Students are not permitted to take any photographs or videos within any of the changing areas or toilets of any venue where classes are held.

Physical contact

- Physical contact may be necessary by members of the teaching faculty. The school abides by the strict guidelines from the Royal Academy of Dance. If you have any concerns regarding this matter, please contact the Principal.

Code of Conduct

- A Code of Conduct is issued to students and parents / guardians.
- Failure to observe this may result in students being asked to leave.
- Northamptonshire School of Dance reserves the right to refuse to teach any student prior to, or after enrolment.
- No refund will be given if the Code of Conduct has been invoked.

Data Protection

- Northamptonshire School of Dance holds information about all students, in order to enable us to carry out our business as a membership, dance education and training organisation. This

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information includes the contact details you supply to us and may also include information on examinations, courses and student records.

- Northamptonshire School of Dance will not disclose your information to third parties except where the law allows or requires, or where you have given your permission to do so.
- Northamptonshire School of Dance reserves the right to change these terms and conditions at any time for the benefit of the business, staff or participants, with notification to parents / guardians.

Agreement to the terms and conditions

- Enrolment with Northamptonshire School of Dance is acknowledgement of the acceptance of our Terms and Conditions.
- Any parents / guardian who has any queries regarding this document, are asked to email admin@northamptonshiredance.co.uk.