



SURREY DANCE ACADEMY

Terms & Conditions

Terms & conditions must be accepted and signed by all students and parents / guardians, no more than 4 weeks after enrolment.

Section 1 - Fee Payment

1. Fees are payable in full at the start of every term.
2. Fees must be received by the end of week 2 of the term or a 15% surcharge may be added.
3. A student may take a class on a trial basis for up to two weeks, paying as they go. Should the student decide to join the class, they then pay the balance of the term remaining, unless agreed otherwise.
4. There are no refunds if a student is absent from a class and no reductions for part term attendance.
5. If a class is cancelled, it will be rescheduled. If it is not possible to reschedule, fees will be subtracted from the forthcoming terms fees.
6. If it is necessary to cancel a class due to adverse weather conditions, class fees will not be refunded.
7. If a student is asked to leave a class due to any of the conditions detailed within this document they will not be refunded.
8. Invoices can be paid via bank transfer or by debit / credit card at the studio. Bank details can be found at the bottom of the invoice. Please quote the invoice number as your reference.
9. All monies paid in cash must be received in a sealed envelope with student's name; amount enclosed and invoice number, clearly written on the front. Cheques are no longer accepted.
10. Fees for exams must be returned by the deadline on the form. Late fees will incur a £5.00 charge (please refer to section 3, number 5 for exam timings).
11. Parents who book private lessons, whether for festivals, competitions, exam coaching or otherwise, must pay in advance for these classes when they are booked. Refunds will not be given in the event of the student not attending pre-booked private lessons



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Section 2 - Uniform

1. Class uniforms are as described in the document - Uniform List.
2. All students must wear their hair in a bun for all classes with fringes clipped out of their face. Students with short hair should wear an 'Alice' band to keep their hair off their face.
3. If a student is wearing inappropriate footwear or clothing they will not be permitted to participate in the class.
4. Jewellery items (including watches), which the teacher feels may cause injury or feels inappropriate for the class, must be removed.

Section 3 - Classes / Exams / Show work

1. Classes run back to back on the timetable without a break. Students should be dressed ready to start their class before entering the studio and leave promptly at the end
2. Students are asked to wait quietly outside the studio until their class begins.
3. The winter term will be dedicated to show work. Parent / guardians are not required to pay for costumes, however students are required to purchase their own dance shoes / tights and hair accessories. Finale t-shirts (compulsory for all students) and tickets are available to purchase prior to the show.
4. The show will take place over the first weekend of December, with a matinee and evening performance. **ALL** students must attend both shows.
5. Exams will run over the last three Sunday's in July, and ad hoc days during the year. Students will only be entered when they have reached the required standard decided by the teacher.
6. For events and news, please refer to 'upcoming events' on our website - www.surreydanceacademy.co.uk

Section 4 - Conduct

1. Parents are not permitted to watch classes except in exceptional circumstances at the discretion of the class teacher.
2. Students are expected to demonstrate respectful behaviour towards their teacher and fellow students.
3. Students are responsible for their own property and bring items to class at their own risk.



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4. Students are not permitted to use mobile phones during a class. Any mobile phones brought into the class must be switched off or on silent.
5. If a student is unable to attend class due to illness / injury, the teacher must be notified by text / email in advance.
6. One month's written notice to the principal is required for any student wishing to discontinue any class or leave the school.

Section 5 - Miscellaneous

1. All students must complete a 'new starter form' upon joining the school. This can be found in the 'new starter pack' available upon enrolment.
2. Invoices and other materials are presented with the school newsletter at the end of each term, or via email. Parents / guardians should provide a valid email address for this purpose, and ensure that such email from Surrey Dance Academy is not considered spam.
3. The school timetable may be revised at any time.
4. The school is affiliated to The Imperial Society of Teachers of Dancing (ISTD).
5. A certain amount of risk is carried by any physical activity. Students taking part in any classes or events run by Surrey Dance Academy do so at their own risk.
6. Photographs and videos of students may be taken and used for promotion and on social media.

By enrolling my son/daughter at Surrey Dance Academy, I confirm that I accept the above terms and conditions.

Name

Signature