



Dance Stables Academies
Terms and Conditions

Fees, deposits and refunds

1. A fee is charged for each class enrolled per term.
2. Students are expected to attend all classes and an invoice will be raised for the whole term.
3. An administration fee is included in your termly charge per class.
4. Invoices will be sent via email, to the contact details given by parents/guardians.
5. Refunds will not be given for non-attendance other than for the reason set out in Clause 13 or where the Code of Conduct has been invoked as set out in Clause 24.
6. Refunds will not be given where a class has to be cancelled and rescheduled for the reasons set out in Clause 14.
7. Fees are currently exempt from VAT.

Payment

8. Invoices must be settled prior to the start of each term; or prior to starting classes following confirmation after the given trial date where a student has enrolled during the year.
9. New students should pay within 2 weeks of receiving their invoice.
10. Payment can be made:
 - 10.1 By bank transfer to:
Royal Bank of Scotland (RBS)
Sort Code:16-19-22
Account Number: 11027300
Account Name: Dance Stables Ltd.
 - Bank transfers should in all instances reference the student's invoice number (which can be found on the invoice) and name. Failure to do so may result in the payment being unidentified, the account remaining outstanding and the student not being admitted to class.
 - 10.2 By telephone ☎ 07931 012 052 for credit /debit card transactions. Please note that a 50p charge will be added for all card payments.
 - 10.3 By cheque, made payable to "Dance Stables Ltd"
 - 10.4 In person at Academies for credit / debit card transactions. Please arrive prior to the start of class, to ensure payment can be made and so not to disrupt the running of class. Please ensure you know your exact balance amount.
 - 10.5 Cash payments will not be taken for class fees.
11. Dance Stables will not accept any liability for cash or cheques left at school offices, given to teachers or any other persons not authorised to receive money. All payments must be made in accordance with Clause 10 above.

Register, attendance and absence

12. A register for each class is maintained by the teacher and records student attendance for the purposes of health and safety and security.

13. If a student is absent from class for four or more consecutive weeks, a refund of 75% of the fees paid for those classes not attended will be given on the evidence of a medical certificate. The medical certificate must be provided within one month of the absence otherwise no refund will be given.
14. If a class is cancelled due to the sickness of the teacher, a health epidemic or any other seen or unforeseen event, Dance Stables will endeavour to reschedule the class. This may be on a different day or a different time or both from when the class was originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.

Late Payment

15. The payer will receive both verbal and written notice if payment has not been received in accordance with these terms and conditions.
16. Dance Stables reserves the right to charge a late payment fee if an invoice remains unpaid after the first class of a new term, or within 14 days of receiving your invoice. Late payment will be an additional 10% of your total outstanding balance.

Right to attend, change classes, withdrawal and termination of attendance

17. If an invoice has not been paid at the start of term or upon enrolment in accordance with Clause 10, the student will not be admitted to any classes until the invoice has been paid in full.
18. Dance Stables 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.
19. Students are required to give one term's written notice if they wish to withdraw from classes. Failure to inform Dance Stables of withdrawal will result in the proceedings to collect any debts that might remain unpaid for all students including interest charges in accordance with Clause 16.
20. If a student wishes to change class or to start an additional class, the parent/guardian must give their consent in writing so that they can be invoiced for the additional or new class.

Discounts

21. A discount of 10% will be added to your terms invoice, should you invite 5 friends/families to join our Dance Stables Academy. Discount will be added to your next invoice when all 5 friends have signed up for the term.

Waiver

22. Physical contact may be necessary by members of the teaching staff. If you have any concerns regarding this matter please contact Dance Stables.
23. Photographs and videos may be taken from time to time in class and at performances. Please inform us via writing if you do not wish your child to be photographed and filmed.

Code of Conduct

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

Content

25. Dance Stables reserves the right to alter the advertised programme and staff without prior notice. The information in this and any other printed or electronic brochure/notice was correct at the time of printing or publication on-line. We will endeavour to inform parents via email and/or social media of any changes of content.

Data Protection

26. Dance Stables holds information about our customers to enable us to carry out our business as a dance education company. This information includes the contact details you supply to us and may also include information on examinations, courses and student records.
29. Dance Stables will not disclose your information to third parties outside the company except where the law allows or requires, or where you have given your permission to do so. We may from time to time contact you individually about other carefully selected Dance Stables services which we think will be of interest to you.

Changes to the terms and conditions

30. Dance Stables reserves the right to change these terms and conditions at any time providing one term's notice is given to students.

Agreement to the terms and conditions

31. Parents and guardians of students attending classes are required to sign their acceptance of the terms and conditions for each student related to or their responsibility by signing the confirmation below, and returning it to Dance Stables, via email, prior to the start of a new term. Dance Stables accepts electronic signatures as if signed in the original.



TERMS AND CONDITIONS CONFIRMATION

I have read and agree to the Terms and Conditions of Dance Stables Academies.

Print name

Signature

Student's name

State in what capacity you have signed

Date:

Data Protection:

Dance Stables Ltd. provides dance training, dance teacher education and dance assessment services to a range of customers. It holds contact details to enable it to provide customers/families with information on classes, events and activities, and related products that might be of interest. In providing us with your contact details you give us permission to contact you in relation to the business of Dance Stables, and we will not disclose your information to any third parties except where legally required to do so.

<i>If you do not wish to receive any information about or from Dance Stables Ltd please tick here</i>	<input type="checkbox"/>
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We may, from time to time, contact you individually about other carefully selected third party services which we think may be of interest to you.

<i>If you wish to receive information from Dance Stables Ltd about carefully selected third party services please tick here</i>	<input type="checkbox"/>
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Please note that regardless of whether you ticked the first statement above, you will continue to receive newsletters and e-mails containing useful information directly linked to Dance Stables Academies.