

TERMS

AUTUMN TERM 2018



Completing and signing the ESSENTIAL DANCE Enrolment Form and/or attendance at class confirms your acceptance of these terms. .

- Parents/Guardians must complete and sign the Enrolment Form and provide emergency contact telephone numbers before their child attends their first class.
- Parents/Guardians are responsible for their child before and after classes.
- Essential Dance accepts no responsibility for any items that are lost or damaged - whether in class or at our class locations.
- Essential Dance endeavours to provide a safe environment for practice. By signing the Enrolment Form you are agreeing that you are fully aware of the risks and dangers, which may include physical injury or other consequences arising or resulting from participating.

FEES

- All term fees must be paid on time. We retain the right to refuse entry to class if fees have not been paid.
- Please note NO refunds will be given on any classes.
- Any extra lessons, rehearsals, and/or competition entries will incur additional fees.
- All extra lesson fees must be paid on time. Failure to pay may result in your child's removal from shows, competitions and/or exams.
- Late payment of fees will incur a 10% surcharge. Failure to pay an invoice will be dealt with at Petty Debt Court.
- Should you wish to withdraw your child from a class, we require advance written notice on or before the given date each term for all classes. These dates for 2018 and 2019 are as follows:
 - **2018:** Thursday 15th February for withdrawal from Summer Term classes, Thursday 31st May for withdrawal from Autumn Term classes and Thursday 1st November for withdrawal from Spring Term classes.
 - **2019:** Thursday 21st February for withdrawal from Summer Term classes, Thursday 30th May for withdrawal from Autumn Term classes and Thursday 31st October for withdrawal from Spring Term classes.
- If we do not receive written notice of withdrawal on or before the dates provided, we will invoice you in full for the new term. No exceptions will be made.
- Essential Dance retains the right to change fees without prior notice.

MONTHLY PAYMENTS

- To set up a monthly payment plan please contact us via email info@essentialdance.co.uk
- Monthly payments are only accepted in GBP Sterling. Card payments accepted are: Visa/ Mastercard/ Maestro/JCB.
- All monthly payments will be taken on the 27th of each month. Monthly payments are only accepted in GBP Sterling.
- Monthly payments cannot be cancelled until the full term amount has been cleared. (i.e a minimum of 4 monthly payments to cover the term fee)
- Monthly payments are non refundable and are subject to a small admin fee included in the monthly amount.
- To cancel a monthly payment you must notify us in writing before the 15th of the month and have covered the full term amount of the current term.

CHILD PROTECTION

- We often share the progress and successes of our students via our website and on social media. Parents/Guardians must inform us in writing if they do not want their children to feature in any photos or video footage. All footage remains the property of Essential Dance.
- To ensure the correct technique dance teachers may require some physical contact with students.
- All dance instructors are qualified and have been fully police checked.
- All dance instructors are fully first aid trained for children and infants.
- Please inform us in writing if your child has any allergies - including plasters.

STUDENT CONDUCT

- Bullying in any form will not be tolerated at Essential Dance.
- The teacher reserves the right to exclude any pupil from the class for inappropriate behavior.
- Students will be selected for private performances/dance exams/dance teams at the teacher's discretion.

If you have any questions in relation to these terms please contact us and we will do our best to answer them.

Email: info@essentialdance.co.uk

Phone: 07700333533

Office Address: 44 Don Street, St Helier, JE2 4TR