

Terms & Conditions

Fees, deposits and refunds

1. Tuition fees are charged for each week (excluding examination fees). Payment must be made in full at the beginning of each half term or spread evenly by 12 monthly standing order payments. Payment by standing order starts in September and runs up to and includes August.
2. Students are expected to attend all classes.
3. Fees will only be pro-rata when a student starts during a term.
4. Refunds will not be given for non-attendance of classes.
5. Refunds will not be given where a class has to be cancelled and rescheduled for the reasons set out in Clause 12.
6. Fees are currently exempt from VAT.
7. Term fees must be paid up to date before exams are taken; if fees are not up to date, students will be refused the right to take their exam.

Payment

8. Invoices **must** be settled by the due date, which is highlighted on all invoices that are sent out. If paying by standing order they are due **on the 1st of each month**, any payment made after this time may be subject to interest being charged.
9. A registration form must be completed at the time of enrolment and a datasheet completed and returned before the September term; this is a requirement by law that we have all students' details on record.
10. Payment can be made:

10.1. By Standing Order to:

Yorkshire Bank

Sort Code: 05-06-74 Account

Number: 71832452

Account Name: Amanda Rogers School of Dance

Please date your payment to be made on the **1st of each month**,

(Please see note 7 regarding fees)

Bank transfers should in all instances reference the student's 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 post @ to the 'Finance Department', Amanda Rogers School of Dance and Performing Arts 1 Banks Cottage, Dob Lane, Little Hoole, PR4 4SU for cheques.

- 10.3 In person to the Amanda Rogers School of Dance and Performing Arts during lesson times.

Register, attendance and absence

11. A register for each class is maintained by the teacher and records student attendance this is for the purposes of health and safety and security.
12. If a student is absent from class for five or more consecutive weeks, a refund of 30% of the fees paid for the 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.
13. If a class is cancelled due to the sickness of the teacher, a health epidemic or any other seen or unforeseen event, the Amanda Rogers School of Dance and Performing Arts 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.
14. **During COVID-19, if a nationalised/local lockdown is enforced, classes will be delivered via Zoom and full fees will still be made payable, dependent on the duration of the lockdown.**

Late Payment

15. The payer may receive both verbal and written notice if payment has not been received in accordance with these terms and conditions.
16. The Amanda Rogers School of Dance and Performing Arts reserves the right to charge interest at 10% over Bank of England base for any fees that remain outstanding 7 days after the due dates, see paragraph 7.

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, the student will not be admitted to any classes until the invoice has been paid in full.**
18. The Amanda Rogers School of Dance and Performing Arts 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 half term's written notice if they wish to withdraw from the Amanda Rogers School of Dance and Performing Arts, otherwise they will be invoiced for the next term and proceedings will be taken to collect any debts if they remain unpaid. **Monthly standing orders must NOT be cancelled until the outstanding term fees have been paid as paying by standing order is a pro3rata system, running up to and including 1st August.**
20. If, within the first six weeks of the first term, a teacher advises the withdrawal of a student due to unsuitability to the course, the Amanda Rogers School of Dance will refund the remaining term's fees on a pro-rata basis.

Waiver

21. Some physical contact may be necessary by members of the teaching faculty in order to teach specific dance classes. If you have any concerns regarding this matter, please contact the Dance School.
22. During the presence of COVID-19, no physical contact will be made to any student apart from administering emergency first aid; where staff will be protected with the correct PPE.

Insurance

23. The school is fully covered by Public Liability Insurance. However, this covers students during lesson time only and not on entering or leaving the premises which they do at their own risk.

Child Protection Policy

24. Child protection should aim to promote the protection of children from harm or ill treatment, including supporting children's development in ways that will foster self-esteem, security, confidence and independence to help ensure their own protection and understand the importance of protecting others.
 - 24.1. The Child Protection Officers for the Amanda Rogers School of Dance and Performing Arts are Amanda Rogers, Catherine McLean and Paula Weston.
 - 24.2. When attending events outside of the Amanda Rogers School of Dance and Performing Arts the children will be chaperoned by matrons who have been approved by Lancashire County Council.

Code of Conduct

25. Failure to observe the Code of Conduct may result in students being asked to leave. The Amanda Rogers School of Dance and Performing Arts reserves the right to refuse any student prior to or after enrolment. No refund will

Data Protection

26. The Amanda Rogers School of Dance and Performing Arts holds information about our students to enable us to carry out our business as a dance education and training organisation. This information includes the contact details you supply to us and may also include information on examinations and student records. We cannot be held responsible if incorrect information is submitted to us.
27. The Amanda Rogers School of Dance and Performing Arts will not disclose your information to third parties outside the Dance School except where the law allows or requires, or where you have given your permission to do so.

Changes to terms and conditions

28. The Amanda Rogers School of Dance and Performing Arts reserves the right to change these terms and conditions at any time providing one half term's notice is given to students.

Agreement to the terms and conditions

29. Parents, carers and / or students attending the Amanda Rogers School of Dance and Performing Arts are required to sign their acceptance of the terms and conditions and return to the Dance School prior to the start of each year commencing in September. The acceptance of Terms and Conditions requires parents/carers signature on Appendix D which is sent out via the post. The Dance School accepts electronic signatures as if signed in the original.

