

HARPENDEN DANCE SCHOOL TERMS AND CONDITIONS

FROM JANUARY 2018 - 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. Fees will only be pro rata when a student starts during a term.
4. Refunds will not be given for non-attendance
5. If a class is cancelled due to the sickness of the teacher, or any other foreseen event, the School 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.
6. If a class is cancelled at short notice due to unforeseen events we may not be able to reschedule. No refunds will be given.

Payment

7. Invoices must be settled at the start of each term; or following receipt of an invoice where a student has enrolled during the year.
8. Payment can be made:

By bank transfer to:

Metro Bank
Sort Code: 23-05-80
Account Number: 26085874
Account Name: Harpenden Dance School

Bank transfers should in all instances reference the student's name, and/or the invoice number. Failure to do so may result in the payment being unidentified, the account remaining outstanding and administration fees being charged.

By post to the Harpenden Dance School, 268 Camp Road, St Albans, Herts, AL1 5PQ
Cheques to be made out to: 'Harpenden Dance School'

9. We will not accept any liability for cash or cheques given to teachers or any other persons not authorised to receive money. All payments must be made in accordance with Clause 7 above.

Register, attendance and absence

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

Late Payment

11. The payer will receive written notice if payment has not been received in accordance with these terms and conditions. If such notice is required a £10 administration charge may be charged.
12. The School reserves the right to withhold exam results and/or certificates if there are outstanding amounts on an account.

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

13. If an invoice has not been paid the student may not be allowed to participate in any classes until the invoice has been paid in full.

14. Students are required to give half a term's written notice if they wish to withdraw from classes. Failure to inform the School of withdrawal will result in the student being liable for half a term's fees. Telling a teacher will not be accepted as notice of intention to withdraw from a class.

15. If a student wishes to change class or to start an additional class, the parent/guardian must give their consent in writing to the Dance School Administrator so that they can be invoiced for the additional or new class.

16. Written notice may be given via email.

Discounts

17. Where two or more classes are attended by a household discount will apply to the cheaper classes. This will not be applied where a reminder invoice is required.

Waiver

18. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter please contact the Dance School Administrator.

Code of Conduct

19. The School reserves the right to refuse any student prior to or after enrolment if unacceptable behaviour is displayed in class. No refund will be given if a student is asked to leave due to unacceptable behaviour.

Data Protection

20. The Harpenden Dance School holds information about our customers 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, courses and student records.

21. The Harpenden Dance School 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.

Changes to the terms and conditions

22. The School 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

23. By enrolling students in the School parents and guardians of students attending classes are taken to accept the terms and conditions.