

# Enrolment Terms and Conditions

## **Scheduled Classes**

Please refer to the timetable on the noticeboards or online. Fees will be invoiced on either a termly basis for those paying termly and on a monthly basis for the pay as you go classes

## **Terms of Payment**

Invoices for the term will be due at the beginning of each new term. Monthly invoices will be sent out at the end of each month, payment due in 7 days of receipt of invoice.

Payment method preferred is BACs, details of which are on the invoices. Cash payments are acceptable; however, we do not accept cheques.

Accounts unsettled by the due date will have a 10% Surcharge added to them.

We reserve the right to suspend your child's classes in the event of unsettled accounts.

In the event of a pupil leaving DHA with fees still outstanding, DHA reserve the right to pursue recovery of the unsettled amount by legal means.

If for any reason classes are cancelled by the school, these will either be made up on a separate occasion or pupils will be given the option to make up time lost in an alternative class.

Should classes be cancelled due to extreme weather or circumstances beyond the control of DHA., these classes will not be made up.

Fees will not be waived in respect of short-term absence. Instances of long-term injury or absence will be dealt with on an individual basis, so please contact the school.

Invoices will be issued separately for any costume requirements, exam entries, together with additional coaching classes or rehearsals as and when these occasions arise. These will be invoiced for at the end of each month, payment terms 7 days from receipt of invoices

## **Notice**

No notice is required to discontinue with any of DHA classes. However, any fees paid in advance will be non-refundable.

## **Faculty**

Teaching and correcting a dance position may involve a member of staff making physical contact with a pupil, which will always be undertaken with care and respect. If you have any objection to your child being assisted in this manner, please inform the school in writing.

## **Photographs**

Photographs taken of the pupils either in class or at a festival or show venue may on occasion be used for publicity purposes. If you have any objection to your child being included in such publicity, please inform the school in writing.

## **Duty of Care**

DHA has a responsibility to provide a safe and secure environment for teaching, and our pupils' welfare is paramount. Please be aware, however, that no formal supervision is available for children outside the classroom. It is at your own discretion, therefore, at what age your children are left on site, rather than having their parents in the building. All pupils, regardless of age, are required to wait within the building for their lifts to arrive and not wait in the car park area unsupervised. We do not allow our pupils to walk outside the building between classes; all pupils must walk through the studios to their next class. Parental co-operation is required so that between us we ensure the safety of your children.

Children should always ensure they are dressed appropriately when transferring between classes or leaving the building.

## **Contact Details**

It is imperative to ensure we have emergency contact details for all pupils, for parents to keep the school up to date with changes to address and/or telephone numbers.

## **Confidentiality**

DHA will treat all matters relating to pupils with utmost confidentiality.

## **Concerns and/or Complaints**

Should you have any concern relating to a member of staff, or any other matter, please contact the Principal directly on 07545 765218 and in the event of no answer please leave a message requesting an urgent and confidential call back.

## **Liability**

Public Liability Insurance is in place.

Responsibility is not accepted for loss or expense due to circumstances beyond the control of DHA., such as fire or weather, and no loss or damage to personal property. DHA do not accept responsibility for death or personal injury to any child attending class or on the premises, unless it is through negligence or default on our part.

## **Responsibilities for parent or guardian**

Attendance at class is deemed to be acceptance of the current Terms and Conditions.

It is the responsibility of the Parent or Guardian to notify DHA of any illness or injury that may affect the child's participation at class, exams or festivals.