



# Terms and Conditions

## PAYMENT

- Invoice for timetabled classes are sent at the beginning of each term
- Payments can be made via bank transfer, paypal or cash. We no longer accept cheques.
- All payments received before the advertised date on the invoice will receive a 5% early payment discount
- Accounts with amounts outstanding at the beginning of the term will not qualify for any early payment discount
- All accounts must be settled by half term, this is a settlement period of between 35-42 days
- Accounts unsettled by half term will have a 5% surcharge added to them.
- We reserve the right to suspend your child's classes and withhold examination and festival entries and results until any overdue payments have been received.
- Invoices for Examinations and Festival entries along with examination practice and private lesson invoice are distributed on an ad hoc basis.
- All examination and Festival entry invoices must be settled within 14 days of the invoice date as entry fees will already have been paid by Dance Education Centre on the Parent/Guardians behalf.
- Invoice unsettled after 14 days will be re-issued with a 5% surcharge added to them.
- All Examination and Festival entries must be paid in any event before the date of the Examination or Festival.
- Statements are available at any time by contacting [admin@danceeducationcentre.co.uk](mailto:admin@danceeducationcentre.co.uk)
- Statements on unsettled accounts are sent via email

## DISCOUNTS

- Early Payment Discount is available when invoices are paid before the due date.
- Our Bronze, Silver, Gold and Platinum membership fees are heavily discounted and must be paid within 2 weeks of the invoice date. Failure to do so will result in the membership being revoked and normal fee costs will apply.

## CREDIT NOTES

- Credit notes are issued to cover cancelled classes, rehearsals or long term absence through injury or illness. All credit notes are deducted from the following terms bill, one term's notice for cessation of classes is essential if you are to receive the credit. If no notice or late notice is received then any credit will be lost.
- Fees are not waived in respect of family holidays, festival attendance, school trips, school exams or short term sickness or injury.
- Instances of long term sickness or injury will be addressed on an individual basis.

## TERMINATION OF CLASSES

- Once a student has joined a class, written notice to give up a class must be given at least 8 weeks before the commencement of the following term.
- Absence of notice or late notice for exceptional circumstances will be addressed on an individual basis.
- In the event of a pupil leaving Dance Education Centre with fees outstanding, Dance Education Centre reserves the right to pursue recovery of the debt by all legal means including court action.

## CANCELLATION OF CLASSES

- It is sometimes necessary to change the venue or time of a class for one week or to cancel it altogether. When this occurs, we will notify you via email, text, parent portal, website or facebook.

- We reserve the right to cancel any classes anytime up to and including the date the class starts, should this occur we will endeavour to give you as much notice as possible and a credit note will be issued.

## **MISCELLANEOUS**

- All teachers are qualified, DBS checked and insured and are fully aware of all our policies
- Any changes to these terms and conditions will be announced via the parent portal.

## **DANCE EDUCATION CENTRE LIABILITIES**

- Dance Education Centre do not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form whether completed by you or a person in charge of your child at the time of the enrolment.
- Dance Education Centre do not accept liability for death or personal injury to any child attending class, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.
- Dance Education Centre do not accept any responsibility for loss or damage to personal property.
- Dance Education Centre do not accept responsibility for any loss or expense due to circumstances beyond our control including - Transport, fire, weather and other such actions.
- Dance Education Centre is only responsible for students while they are in their class. Children cannot be supervised whilst they are outside class.
- Dance Education Centre holds Public Liability Insurance.

## **RESPONSIBILITIES OF PARENT/GUARDIAN**

- These terms and conditions, and any enrolment forms you have completed, constitute an agreement between you and us in connection to classes or any services superseding any prior agreement.
- Attendance at class is deemed to be acceptance of the current terms and conditions.
- It is the responsibility of the Parent/Guardian to notify Dance Education Centre of any illness or injury that may affect the pupils participation in class.
- It is the responsibility of the Parent/Guardian to ensure that we have the correct contact details for you and your child, including telephone contact, email and address and that you keep us updated of any changes to health.
- It is the responsibility of the Parent/Guardian to regularly read the website notice board, parent portal or notice board at each venue that your child attends in order to be fully aware of all upcoming events.
- In the event that we consider you to be in breach of these terms & conditions or that your child is disruptive to other pupils, staff, teacher or venue staff, we reserve the right to exclude your child from any activity within Dance Education Centre.
- Please retain all payment receipts as proof of payment for classes. Where there is a dispute, if the Parent/Guardian cannot provide proof of payment, they must accept Dance Education Centre's records.
- Dance Education Centre hire premises from Third Parties, therefore all Dance Education Centre staff, Parents/Guardians and pupils must abide by the codes of conduct as set out by those Third Parties.
- Parents/Guardians should make themselves aware of our Privacy and Child Protection Policies, these are available on our website and Parent Portal.
- Dance Education Centre is only responsible for students while they are in their class. It is the Parent/Guardians responsibility to supervise their own children in the waiting areas, car parks and toilet areas at all our venues. Dance Education Centre will endeavour to have assistants in all our classes up to Grade 2 to help supervise any children who need the toilet, however these assistants are not allowed to enter the toilet with a child, nor are Dance Education Centre responsible for the supervision of any children outside of class, including going to the toilet. Dance Education Centre recommends that if you are concerned about your child accessing the toilet during class then you should remain on site to supervise them personally.