

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- In the case of staff illness some classes may need to be rescheduled. This might involve an extension to term time dates, and no refunds will be given. Should your child wish to make up the class by attending another of a similar level, this can be arranged with Mrs Brewer.
- 6- If a class is cancelled at short notice due to unforeseen events, for example snow days, rescheduling may not prove possible. No refunds will be given.
- 7- If classes need to be cancelled due to snowfall, the information will be displayed on the school Facebook page.

Discounts

- 8- There is a £10 discount each term for every extra class taken by a student or a member of their family
- 9- If a student already attends two Ballet lessons a week, and wishes to do extra, they may be entitled to free additional classes. This is subject to availability and must be discussed with Mrs Brewer.

Payment

- 10- Invoices must be settled at the start of each term, or in the case of students enrolling during the term, following receipt of your invoice.
- 11- Payment can be made by cash, cheque, or bank transfer
Cash and Cheques must be given to Mrs Brewer in an envelope clearly marked with your child's name.
Cheques must be made payable to Mrs Helen Brewer.
Bank transfer details are as follows-

Account name: Mrs Helen Brewer
Sort code: 09 01 28
Account number: 63292483

Please quote your child's name as payee's reference or your payment may not be recognised, resulting in your account remaining outstanding.

- 12- We will not accept any liability for cash or cheques given to any persons not authorised to receive money. All payments must be made in accordance with clause 11

Late Payment

- 13- Failure to pay by the deadline date on your invoice will result in your addition to the late payers list. Brewer Dance Academy will then take all reasonable steps to collect this amount, commencing with an emailed reminder. Further written reminders will incur an extra administration fee.
- 14- The School reserves the right to withhold exam results and/or certificates if there are outstanding amounts on account.

Register, attendance and absence

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

Right to attend, change classes, and termination of attendance

- 16- Failure to pay for or attend a whole term's classes will be taken as intent to leave, and your child's space on the register may be opened up to another student. To avoid this, an email explaining absence must be sent to Mrs Brewer, and all applicable fees paid.
- 17- 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.
- 18- Telling a teacher in conversation or via text will not be accepted as notice of intention to withdraw from a class. However, written notice may be given via email (this is our preferred method of communication).
- 19- If a student wishes to change class or to start an additional class, the parent/guardian must give their consent in writing (or via email) to the school so that they can be invoiced accordingly.

Waiver

- 20- Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter please contact the school in confidence.

Code of Conduct

- 21- The School reserves the right to refuse any student prior to or after enrolment in unacceptable behaviour is displayed in class. No refund will be given if a student is asked to leave due to unacceptable behaviour.
- 22- The School, as a school, requires all staff to be addressed with respect and an appropriate level of formality. This is especially true of our Principal, who in all school matters must be addressed as Mrs Brewer.

Data Protection

- 23- Brewer Dance Academy holds information about our pupils to enable us to carry out our business as a dance education and training organisation. This information includes contact details supplied to us and may also include information on examinations, courses and student records.
- 24- Brewer Dance Academy 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

- 25- 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

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

Contacting the school

- 27- Our preferred method of communication is always via email (not messenger). We ask that texts and calls be used primarily for emergencies in order to avoid major disruption of classes.

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