

## Fees, deposits, and refunds

- 1- A fee is charged for each class enrolled per term.
- 2- Fees will only be pro rata when a student starts partway through a term.
- 3- Students are expected to attend all classes and an invoice will be raised for the whole term. Payable on the first day of term.
- 4- In the case of incidents such as staff illness some classes may need to be rescheduled. This might involve an extension to term time dates, or online classes. Fees must still be have been paid in full, and no refunds will be given.
- 5- Further to clauses 3 and 4, refunds will not be given for non-attendance, either of scheduled or rescheduled classes (see also clause 17). Should your child wish to make up a missed 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 rescheduled or cancelled, the information will be displayed on the school Facebook group. BDA will also endeavour to contact all students enrolled in those classes and post an update on the website.

## Discounts

- 8- Families can receive a £10 discount per term per each enrolled family member.
- 9- If a student does two classes, their extra class MAY qualify for a further £10 discount per term. BDA will calculate this for you.
- 10- If any student wishes to do more than two classes, they may not receive a discount, but are entitled to receive additional classes free of charge. This is subject to availability and must be discussed with Mrs Brewer.
- 11- Coaching classes do not qualify for discount.

## Payment

- 12- Invoices must be settled at the start of each term, or in the case of students enrolling partway through the term, following receipt of your invoice.
- 13- 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.

- 14- 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 13

## Late Payment

- 15- 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.
- 16- The School reserves the right to withhold exam results and/or certificates if there are outstanding amounts on account.
- 17- Failure to pay for or attend a whole term's classes will be taken as intent to leave. 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 fees paid
- 18- In cases of genuine hardship, the school encourages families to email Mrs Brewer to explain their situation. The school reserves the right to make special arrangements at the management's discretion.

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

- 19- Students are required to give half a terms 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.

20- 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).

21- 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.

#### **Register, attendance and absence**

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

#### **Waiver**

22- 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**

23- 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.

24- 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**

25- 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.

26- 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**

27- The School reserves the right to change these terms and conditions at any time.

#### **Agreement to the terms and conditions**

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

#### **Contacting the school**

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

[principal@brewerdanceacademy.com](mailto:principal@brewerdanceacademy.com)

07818448400

[www.brewerdanceacademy.com](http://www.brewerdanceacademy.com)