
TERMS AND CONDITIONS



The staff at Centre Stage Dance and Drama Ltd (hereafter called CSDD) are professional and dedicated teachers. In order to maintain standards and to ensure students enjoy dancing and learning with us, places at CSDD are offered under these conditions:

JOINING CSDD

- For your child to receive the best teaching possible, any Medical, Educational or Pastoral circumstances must be detailed on your registration form. This information will remain confidential and does not affect your child's place at CSDD.
- Students are expected to attend class every week during term time, however if absence is unavoidable the Principal or the teacher in charge must be informed.
- Correct dance and drama uniform is compulsory for each performing arts discipline. The uniform should be acquired through CSDD within the first month of registering.
- Long hair should be in a bun for all ballet classes. If hair is unable to go into a bun, it must be held back with a ballet head band that matches the colour of their leotard.
- For all other classes, long hair needs to be in a suitable style off the face.
- Students are expected to be committed members of CSDD and participate fully in class. They are expected to behave in an appropriate manner at all times.
- When a teacher is absent, cover will be arranged and the same behaviour and respect is expected.
- If cover is unavailable, a substitute lesson will be arranged or the class fee will be credited.
- If any information needs updating on your child's registration form, please contact the Principal so it can be amended.
- Videos and photographs may be taken at any time by CSDD during classes, examinations, performances and events. By agreeing to our terms and conditions and by signing your registration form, you allow the use of your child's image for promotional and marketing use. This includes all platforms of social media and CSDD's website.
- If you do not wish your child's image to be used for these purposes you must inform CSDD in writing.

FEES

- Fees are invoiced in advance and have to be paid by the dates stated in the table below.
- Late payment incurs a 5% surcharge. Should you have a valid reason for late payment, please discuss with the Principal immediately.
- When a student registers and joins CSDD, they will be invoiced for any lessons remaining within their joining month/half term/term, depending on their invoice preference stated on their registration form. This will still have to be paid by the date stated below and late payments will incur a 5% surcharge unless a valid reason has been discussed.

- Our £15 administration fee (paid in 3 instalments per year) covers Public Liability Insurance, DBS checks, First Aid Training, Chaperone Licences and other administration costs.
- Payments are only accepted via bank transfer. Account details will be provided on your invoice.
- Even if future absence is known for any reason, classes must still be paid for.
- Any additional costs (for example examinations, performances and events) will only be invoiced after you have been notified and have confirmed you are happy to commence.

MONTHLY			HALF TERMLY			TERMLY		
INVOICED ON	FOR ALL CLASSES IN	TO BE PAID BY	INVOICED ON	FOR ALL CLASSES IN	TO BE PAID BY	INVOICED ON	FOR ALL CLASSES IN	TO BE PAID BY
Dec 1	January + £5 Admin Fee	Dec 31	Dec 1	Jan & Feb + £5 Admin Fee	Dec 31	Dec 1	Jan, Feb, Mar & Apr + £5 Admin Fee	Dec 31
Jan 1	February	Jan 31						
Feb 1	March	Feb 28						
Mar 1	April	Mar 31						
Apr 1	May + £5 Admin Fee	Apr 30	Apr 1	May & Jun + £5 Admin Fee	Apr 30	Apr 1	May, Jun, Jul & Aug + £5 Admin Fee	Apr 30
May 1	June	May 31						
Jun 1	July	Jun 30						
Jul 1	August	Jul 31	Jun 1	Jul & Aug	Jun 30			
Aug 1	September + £5 Admin Fee	Aug 31	Aug 1	Sep & Oct + £5 Admin Fee	Aug 31	Aug 1	Sep, Oct, Nov & Dec + £5 Admin Fee	Aug 31
Sep 1	October	Sep 30						
Oct 1	November	Oct 31						
Nov 1	December	Nov 30						

LEAVING CSDD

- Once your child has registered with CSDD, notice in writing is required should your child decide they no longer wish to attend. Failure to give appropriate notice before the date the following invoice will be issued renders the parent/guardian liable to pay for another month's/half term's/term's fees (which will be invoiced as usual).
- Failing to attend class does not constitute the giving of notice.
- In the event of a student leaving CSDD with fees still outstanding, CSDD reserve the right to pursue recovery of the debt by any legal means including court action.
- In the event CSDD consider you in breach of these terms and conditions, we reserve the right to exclude your child from CSDD.
- The Principal's decision is final in all matters, and your signature on your registration form indicates acceptance of the above.