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# TERMS AND CONDITIONS



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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 all of their classes 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.
- 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 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 electronically through Xero, and has to be paid by the date stated on each invoice.
- Late payment incurs a 5% surcharge. Should you have a valid reason for late payment, please discuss this with the Principal immediately.

- Once a student registers and joins CSDD, they will be invoiced for the remaining lessons of term. The invoice will still have to be paid by the date stated, 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.

INVOICES	
TERM	EACH INVOICE CAN BE PAID IN EITHER
Winter Term + £5 Admin Fee	One Instalment
Spring Term + £5 Admin Fee	Two Instalments
Summer Term + £5 Admin Fee	Three Instalments

### **LEAVING CSDD**

- Once your child is enrolled with CSDD, written notice is required should your child decide they no longer wish to attend. Failure to give appropriate written notice will render the parent/guardian liable to pay for all classes up to the end of the complete month, following the month in which written notice is given. For example, notice received in January means all classes in January and February are due. Notice received in February means all classes in February and March are due etc.
- Fees are non-refundable if payment has already been made.
- 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 considers 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.