



Principal: **Annie Bladon** BSc (Hons) RAD RTS

# Terms and Conditions

## Registration

AFB Dance Academy requires a completed registration form for every student enrolled in its classes. Registration forms should be completed online before attending any lessons including taster sessions.

It is important that registration information is kept up to date. AFB Dance Academy should be informed of any new information including changes to address, contact information or medical conditions. AFB Dance Academy may periodically ask that details are checked in order to ensure information held by the school is current and correct.

## Term Dates

- AFB Dance Academy follows Leicestershire school term dates.
- Terms will start on a Monday and finish on a Saturday, unless otherwise stated.
- No classes will run on bank holidays.
- In the lead up to exams and shows additional classes may be arranged outside of normal timetabled classes, this may include classes during holiday periods.
- All term dates will be displayed on the school website and will be available on request.

## Payment, Fees and Refunds

- AFB Dance Academy follows Leicestershire schools term dates. Following any taster sessions and/or pre-arranged trial periods students will be enrolled for a full term and will be expected to attend all classes.
- If necessary, arrangements can be made to pay weekly. If this is the case a full term fees must still be paid. Any missed classes must be paid for.
- Invoices will be raised for the full term unless notification is received, in writing, of a student's intention to leave the school.
- A minimum of 4 weeks notice should be given of a student's intention to leave the school. Any classes scheduled during this period will be invoiced for.
- Fees will be pro rata if a student starts part way through a term.
- AFB Dance Academy reserves the right to alter its class fees at any point. Where possible changes fees will be kept to the beginning of the term. Once fees are paid no additional cost will be asked for even if class fees rise.
- The preferred payment method is BACS payment but fees can also be paid by cash. Payment by cheque is no longer accepted.
- Cash should be sent in a sealed envelope with the students name and class written on the front. No loose change please.
- BACS payments should include the students initial and surname as a reference.
- If term fees are unpaid the payer will receive written notice.
- AFB Dance Academy reserves the right to a charge late payment fee if an invoice remains unpaid after the first class of term.

- No refund will be given for non-attendance. If a student has been absent for more than 4 consecutive weeks a part refund for classes not attended may be issued if a medical certificate can be provided.
- Students may make up missed classes by attending another class on the timetable if there is one suitable for their age and ability.
- If class has to be cancelled due to sickness of a teacher or other unforeseen circumstance, AFB Dance Academy will endeavour to reschedule the class. This may result in the class being held on a different day or at a different time than that of the original class, this may result in an extension of term dates. No refund will be given in this case.

## **Uniform And Personal Property**

It is important that students are appropriately dressed for class. This is to ensure they are able to work correctly, are safe whilst dancing and are neatly and elegantly presented. For this reason AFB Dance Academy has a set uniform that students are expected to wear once any taster sessions and trial periods are complete. A detailed list of required uniform can be found on the school website. Please ask advice before purchasing any new uniform to ensure you are buying the correct colour and style. Most uniform and shoes are available from the local dance wear shops however for some items it may be necessary to purchase through the school.

Loose hair and pony tails can adversely affect the way students dance and effect the dancers line, an important factor for classical ballet. For this reason we ask that students make an effort to have hair in a bun for lessons, short hair should be held off the face with a headband.

AFB Dance Academy offers a shoe rental service for tap, ballet and character shoes. Shoes can be rented on a per term basis for a small fee. If students feet are growing quickly this can help to save money and avoid the need to purchase several pairs of shoes over the course of a year. For more information about this service please contact the academy. New students may borrow shoes free of charge during their trial period.

All items of clothing and shoes should be clearly marked with students' names. Every effort will be made to ensure students leave class with all their own belongings. AFB Dance Academy cannot, however, be held responsible if items go missing.

Any items left at the studio will be stored in lost property. If you think you may have lost something or have left something at the studio please ask to see the lost property box. At the end of each term a list of all items within the lost property box will be made available. If items are not claimed they will be recycled, given to charity or thrown away at the beginning of the subsequent term.

Storage shelves are available within the studio for dance bags. Any items required during class should be brought into the studio at the beginning of the lesson along with any high value items (e.g. mobile phones etc). All outdoor clothing and shoes should be left in the changing or waiting areas.

## **Behaviour and Discipline**

Good behaviour is expected from all students. When attending classes students should be well-mannered and show respect to their teacher and other students. AFB Dance Academy has an accepted Code of Behaviour for Children and Young People to ensure that everyone who participates in the services of AFB Dance Academy knows what is expected of them and feels safe, respected and valued. A copy of this code can be found on the school website and will be issued to all new students upon registration. Consistent bad behaviour and failure to observe this code may result in students being asked to leave the school. AFB Dance Academy reserves the right to refuse any student before or after registration. No refund on class fees will be given if the Code of Behaviour has been breached.

Students are expected to arrive on time for class ready to dance. Late arrival to class can cause disruption impeding the learning of others. Missing the warm up section of class may mean students are not fully prepared for class which could cause injury.

Regular attendance is expected from all students. Missing classes regularly can have a detrimental effect on the development of the class as well as individual students progress. Attendance of students preparing for exams will be carefully monitored. In the run up to exams students will be expected to attend additional lessons and may be asked to attend individual lessons. Students who fail to attend additional classes may be withdrawn from the exam.

## **Changes to and Acceptance of Terms and Conditions**

- AFB Dance Academy reserves the right to change its terms and conditions at any point for the benefit of its teachers and students.
- Parents/guardians of students are required to acknowledge their acceptance of the terms and conditions by checking the relevant box on the registration form.
- After registration, if changes are made to the Terms and Conditions, AFB Dance Academy may ask that they are reaccepted.

## **Contact details**

AFB Dance Academy Email: [info@afbdanceacademy.co.uk](mailto:info@afbdanceacademy.co.uk)

AFB Dance Academy Phone Number: 07722 571121

Signed: School Principal, Miss Annie Bladon

A handwritten signature in black ink, appearing to read 'Annie Bladon', with a stylized, cursive script.

Date: 07/08/2021

We are committed to reviewing our policies annually, this policy was last reviewed August 2021