

# Terms & Conditions

To help you get the best out of Off Beat Dance Academy, please read the following terms and conditions. Off Beat Dance Academy reserves the right to refuse entry to classes or dismiss a student if these rules are not complied with.

## **Payments and fees**

- 1.1 In order for a place to be kept open for your child in our classes, payment is required monthly, by bank transfer
- 1.2 Fees are reviewed annually.
- 1.3 Invoices must be paid by the 1st of each month, failure to do so may result in refusal to classes.
- 1.4 Prices are based on 39 weeks worth of classes.
- 1.5 Our fees are pro-rated, meaning that the total cost of classes is split over 11 payments.
- 1.6 Fees are non-refundable.
- 1.7 A late payment fee of 10% is added after 7 days and an additional 10% after 14 days, this fee will be added to the next month's fees.

## **Cancellation**

- 2.1 Should your child wish to cancel one of their classes then we require one month's written notice via email along with one final full fee payment.  
(offbeatdance@outlook.com)
- 2.2 Should a class be cancelled by Off Beat Dance Academy, fees will be credited or a replacement lesson scheduled. Fees can no be refunded.

## **General**

- 3.1 Any medical conditions must be disclosed upon registration, and the responsibility falls on you, the parent/guardian, to update us when necessary thereafter. It is imperative that we are always fully aware of any health implications, for your child's safety and your own peace of mind.
- 3.2 Off Beat Dance Academy communication is made via email and social media. Please ensure you follow our social media platforms for recent updates and continue to check spam/junk email folders so you don't miss anything.
- 3.3 From time to time, it will be essential for physical contact to take place between the teacher and student/peers. We encourage safe practice at all times and support students in doing so. By signing up you agree to our Safe Touch Policy, which is available on our website.
- 3.4 All events are a choice, therefore performance participation is not compulsory.

# Terms & Conditions

## Classes

4.1 To ensure students have the best learning we will implement fun and discipline to do this. If we feel that any student is being disruptive on a regular basis, we will follow our disciplinary process as outlines on our website.

4.2 We reserve the right to dismiss students from the school if their or their parents/guardian's behaviour is disruptive.

4.3 Mobile phones must not be used during class time.

4.4. We advise that your child does not bring any valuables (i.e. phones, jewellery etc.) with them to the classes. Off Beat Dance Academy do not accept any liability for lost or damaged belongings. Any belongings should have child's name clearly marked.

4.5. No child will be allowed to leave the building without a parent/guardian (unless arranged otherwise) Your child's safety is paramount to us.

4.6. Off Beat Dance Academy cannot be held responsible for any injuries incurred during dance class. Teachers will ensure students are learning and progressing in a safe manner.

4.7. If you are going to be late to pick your child up, you must contact us.

## Clothing

5.1. Branded merchandise and uniform are available to purchase from Miss Stephanie. Additionally, most unbranded items can be bought from local dance shops or online retailers. For an order form, please email [offbeatdance@outlook.com](mailto:offbeatdance@outlook.com)

5.2. No jewellery or accessories to be worn to classes for obvious safety reasons.

5.3. Uniform must be worn at every session.

5.4 Hair should be in a neat and tidy pony tail or bun.

## Behaviour

6.1. Unruly, disruptive behaviour in class will not be tolerated. We have a strict antibullying policy in place and expect our students to adhere to this at all times.

6.2. We believe in teaching boundaries and setting a good example in line with our positive ethos to build our student's confidence.

6.3. Our staff will not tolerate abusive or disruptive behaviour from students or parents. We will treat everyone with respect and appreciate the same in return.

6.4 If a child/parent displays consistent unruly or aggressive behaviour, this could result in dismail from the school.