

STAR DANCE ACADEMY - TERMS OF BUSINESS

PAYMENT

Payment is required half-termly in advance for all weekday classes and 4 weekly in advance for Saturday classes.

- a) Payment advices will be handed out at the end of each half-term/4 week period, with payment required at the start of the next class (due dates are stated on the payment advice).
- b) Payment must be made by cash or bank transfer via on-line/telephone banking only.
- c) Fees: ½ hour Lesson = £3.50
 45 min Lesson = £4.00 (All fees are subject to change)
 1 hour Lesson = £5.00
- d) If payment is not received within two weeks of the due date stated on the invoice, the pupil will not be allowed to take part in any further classes and their place at SDA will be lost.

Please note pupils will not be permitted to attend lessons if payment is not received within 2 weeks of the due date.

Refunds or credit notes will not be issued for missed classes unless the lesson has been cancelled by the teacher.

UNIFORM

Following your first half-term of classes (2 pay periods for Saturday classes) you will need to order your uniform. Uniform must be worn at every class.

ALL CLASSES Unisex Star Dance Academy T-Shirt (£7.50 Sizes 3-4 to 12-13 and £8.50 for Size 14-15)*
 Black Track Bottoms, Combats, Leggings or Jazz Pants
 Trainers (preferably black), Black Jazz Shoes * or Black Jazz Sneakers *

** These prices are subject to change. Items can be purchased from the cashier at Star Dance Academy Lessons.*

(Pupils may wear white trainers to class; however they will need black trainers or dance shoes for any shows they take part in).

CANCELLATION

Four weeks paid notice is required to cancel a place at Star Dance Academy. Should you wish to cancel your place, please contact the principal.

Should you change your mind and wish to return to Star Dance Academy within 12 months of leaving, a rejoining fee of £10.00 will be payable.

Star Dance Academy reserves the right to cancel any class at short notice that does not have a minimum of 10 pupils registered. In this instance no refund will be made for any merchandise purchased, however a refund will be made of fees paid for classes not yet taken.

MERCHANDISE

No refunds will be given on any merchandise (including uniform) purchased from Star Dance Academy. Items can only be exchanged on a like for like basis if the item is unworn and in the original packaging.

If an item is faulty it must be returned in the original packaging where it will be sent back to our supplier for an exchange.

HOLIDAYS

Weekday Classes Only

Weekday classes will run in line with school holidays, these will be confirmed to you each year. No further payment free holiday is available.

Missed classes are still payable. Some exceptions may apply with the prior agreement of the school principal.

Saturday Classes Only

Classes will run throughout the year, with the exception of 2 weeks at Easter, 6 weeks during July/August and 2 weeks at Christmas where our classes will stop in line with school holidays. You will be advised of these dates at the beginning of each year.

Each pupil is entitled to an additional two weeks payment-free holiday per year (our holiday year runs January to December).

It is the pupil/parent or guardian's responsibility to advise the Star Dance Academy Cashier in advance when this holiday is to be taken. Holiday cannot be backdated or taken off a later invoice and is not transferable at the end of each holiday year.

Missed classes are still payable, unless you have holiday entitlement available and have advised us that you will be absent when payment is due for that week. Some exceptions may apply with the prior agreement of the school principal.

All Classes - We will endeavour to keep holidays in line with school terms, however our term dates are subject to change. Plenty of notice will be given if any changes do have to be made.

BEHAVIOUR

- a) Pupils are expected to arrive promptly for the start of class.
- b) Any disruptive behaviour, rudeness or bullying will not be tolerated and the pupil may be asked to sit out of the lesson. Continued bad behaviour will result in a verbal warning and ultimately dismissal.
- c) As presentation is key in dance, we would ask that pupils take care of their uniform and come to class well turned out.

We would ask that parents enforce the above rules to ensure that the highest standards are maintained and that we have an enjoyable environment for all.