

## Terms and Conditions

Please read these terms and conditions carefully. Upon enrolling into classes at Jamie Lee Dance Academy (hereafter, 'JLDA') a binding contract is formed and your child's attendance at our classes will be strictly subject to full adherence to these terms and conditions.

Please note that if any parent or student is in material or persistent breach of any of these terms and conditions, JLDA reserves the right immediately to terminate the contract with you and/or exclude your child from attending further classes at JLDA on a temporary or permanent basis, without further liability to you.

### Class Booking, Other Fees and Payment

1. Fees must be paid within seven days of the invoice being issued. For each week that passes after this time, a £10.00 late fee will be added to the invoice as per **clause 15**.
2. Any student with fees outstanding will not be allowed to participate in class.
3. All fees are non-refundable, except for severe injury resulting in an inability to dance. Written evidence from a medical professional must be provided as proof.
4. A refund will not be provided if classes have to be cancelled due to force majeure such as fire, flood, storm, bad weather (including heavy snow disrupting transport) or other Act of God, pandemic or epidemic of any disease, industrial action, war, civil unrest, terrorist threat or incident.
5. **Six weeks paid** notice must be given if you wish to change or leave a class. Written notice must be emailed to the office ([info@jamieleedanceacademy.com](mailto:info@jamieleedanceacademy.com)) no less than 48hrs before the start of the next lesson being cancelled.
6. Please note that all 'Class Fees' and 'Additional Fees' (as defined below) are subject to change at any time. JLDA shall give a minimum 30 days prior notice of any price increase.
7. Your signature constitutes a binding agreement to our payments. Any unpaid invoices will be sent to our debt collection agency who will recover the owed debt plus legal costs, interest, and late payment compensation from you in accordance with applicable legislation.
8. In the case that a student is excluded or expelled, the school reserves the right to pursue payment of the balance of any fees due in respect of a class. These will become payable immediately.
9. Up to date fee tariffs will be published on the JLDA website at <https://www.jamieleedanceacademy.com/>.
10. We shall give you a minimum 30 days prior notice of any price increase.
11. 'Class Fees' are as follows:
  - Mummy and Me - £4.00
  - Pre-school Ballet and Tap - £6.50
  - 30-minute Classes - £4.00
  - 45-minute Classes - £5.50
  - 60-minute Classes - £6.50
  - Intermediate Classes - £7.50
  - Advanced 1 Classes – £7.50
  - Advanced 2 Classes - £7.50
  - Private Tuition – **from** £20 per 30mins
  - Elite Classes, Various - **By Invitation Only**
12. In addition to class fees, the following other fees ('Additional Fees') shall also be payable by you to the extent applicable:
  - a Examination entry fee – variable
  - b Examination extra practices classes – variable
  - c Private lessons / private assessments – from £20 per half hour class (subject to 'Private Lesson Terms and Conditions' - you should request copy at time of booking)
  - d All New Enrolments - £15 Registration Admin Fee Plus:
  - e Annual Membership (Autumn term – all current and new students) – £20
  - f Membership Fee (Spring Term – new students) – £15
  - g Membership Fee (Summer Term – new students) – £9
  - h Elite Annual Registration - £25
  - i Late Fee - £10
  - j Invoices will be emailed to the address that you have provided via the Enrolment Form.
13. JLDA will invoice you as follows:
  - a Class Fees for each term will be invoiced prior to the end of the preceding term, and
  - b Additional Fees will be invoiced as and when they are applicable, and in all cases, payment must be received on or before the due date stated within the relevant invoice. Fees must be received by JLDA before classes can commence.
14. If you do not receive your invoice before the end of term, you should contact the office by email urgently so that it can be resent and so that you can meet the payment deadline. It is the full responsibility of the parent / student to ensure they have received and paid their invoice before the end of each term for classes the subsequent term and if payment is not made by the deadline, late payment fees will apply as per **clause 15**.
15. Payment conditions and charges are as follows:
  - a Bank Transfer/BACS are the only acceptable forms of payment (in GBP pound sterling only). No other method of payment may be used.

- b BACS payments must state the relevant invoice number as reference and any failure to do so may result in the invoice being treated as unpaid as we may be unable to ascertain which student the payment has been made in respect of.  
We will send a receipt when payment has cleared against an invoice.
16. Late payments:
- a If payment of invoices is received after the due date, but before the start of the term to which the invoice relates, then a late payment fee of £10 will be charged.
  - b If payment of invoices is received after the start date of the term to which the invoice relates, then a second late payment fee of £10 (in addition to the first £10 late payment fee) will be charged.
  - c Late payment fees must be received on or before the due date given.

## Cancellation

17. If you intend to withdraw yourself or your child from JLDA or change any class(es) that you or your child undertakes, **6 weeks paid** notice is required (this does not include holiday periods). Notice must be received in writing via email at: [info@jamieleadanceacademy.com](mailto:info@jamieleadanceacademy.com).

## Students

18. Students must follow all instructions and rules including those in relation to presentation and behaviour, and a failure to do so will be a breach of these terms and conditions.
19. Disruptive, disrespectful or antisocial behaviour on or around the JLDA Studio premises will not be tolerated (whether before, during or after classes) and JLDA reserves the right to exclude that student on a temporary or permanent basis at its sole discretion.
20. Students and parents/guardians should notify the office via email at [info@jamieleadanceacademy.com](mailto:info@jamieleadanceacademy.com) of any absences.
21. We pride ourselves on our grooming – grooming is part of a dancer's discipline. Please ensure that hair is correctly styled and the correct uniform is worn for each class (please see our uniform list – <https://www.jamieleadanceacademy.com/uniform>). All items of uniform must be clearly labelled with the student's name.
22. After an initial period of 2 weeks in any new class, all students must be wearing the appropriate uniform except with the prior written consent of the School Principal.
23. Uniform must be worn by all students at all classes and whenever representing JLDA. We reserve the right to remove any student from their class if the uniform policy is not adhered to.
24. Students should bring a bottle of water to classes as it is important to stay hydrated. However, no food or drink of any other kind is permitted inside the studios. No smoking, chewing gum or alcohol permitted at any time on the Studio Premises.
25. You understand and agree that teachers at JLDA may use tactile feedback and instruction with students to support verbal feedback and instruction where appropriate.
26. Any medical conditions must be declared on the enrolment form.
27. Any learning difficulties should be notified to the school upon enrolment in order to assist us in monitoring progress and ensuring a productive and supportive environment.
28. A basic first aid kit is kept on the premises and staff members at JLDA may administer basic first aid on students if necessary whilst a student is on the Studio Premises. However, to the fullest extent permitted by law, teachers and JLDA shall not be responsible for any injuries or accidents taking place on the Studio Premises that are outside our reasonable control.
29. If a student needs to take any of their own medication (whether self-administered or otherwise) whilst on the Studio Premises, teachers or an appropriate representative of JLDA must be informed. In any event, JLDA accepts no responsibility for administering such medication (and/or the effects of the same) and the students' parent/guardian takes full responsibility.
30. Students at JLDA may not audition for nor attend another dance school unless prior written permission has been granted by the School Principal. Likewise, we do not train students who already attend another dance school unless exception is granted by the School Principal.
31. JLDA reserves the right to permit the recording and photographing of students by staff (or by third party photographers or filming companies on behalf of JLDA) and audience members during an open class or show or other event, unless you have opted out via your enrolment form.
32. JLDA reserves the right, where appropriate, to record or photograph students for educational and/or marketing purposes which may include usage on social media, unless you have opted out via your enrolment form.
33. Further, where any photographs or footage has been taken, JLDA also reserves the right to sell DVDs and photographs of students performing at events to other members of JLDA.

## Agency

34. As a school, we are represented by a casting agency and we have a very good working relationship with them. If you wish your child to audition for the agency, please approach the School Principal. Do not approach the agency directly.
35. Any student who is approached or volunteers to partake in any stage performance with any other company or society (with the exception of normal school productions during term time) must obtain permission from the School Principal prior to any agreement being made to participate.

## Marketing

36. Please inform the office, in writing, if you wish for your child **NOT** to be featured in any advertising or promotional/marketing materials for JLDA.

## Elite Team

37. Entry to our 'Elite Team' is by invitation only and is at the discretion of the school Principal. Earning 'Elite Status' is a privilege and not a right, and Elite conduct will operate on a 'three-strike rule'.

## Examinations

38. Dance exams are encouraged but remain optional.
39. The opportunity for a student to enter a dance examination is at the sole discretion of the relevant teacher and correspondence will not be entered into. The relevant teacher will contact you when they feel your child is ready to take an exam. It is usually necessary for a student to attend extra lessons in preparation for their examination in order to reach the required standard and to practice within their examination group.
40. Examination fees will be charged on confirmation of entry and are payable within 7 days.
41. If an examination is not taken for any reason when offered by the teacher, it is at the sole discretion of the teacher whether the student remains at the same level and waits to take the examination in the next available examination session, or progresses to the next level without taking the examination.

## Parents and guardians (all references to 'parent(s)' include guardians) / Adult students

42. It is a parents' responsibility to ensure and be satisfied that their child is fit and healthy to attend classes at JLDA.
43. Parents should ensure that children are punctual for classes and are collected promptly at the end of classes by a parent.

44. Repeated late collection of children from classes will incur additional child care fees. You must notify the teacher at the start of the class if someone else will be collecting your child.
45. Children (under 16yrs) are not permitted to leave the studio where their class has taken place unless accompanied by an adult (18yr+).
46. There is strictly no smoking, chewing gum or alcohol permitted at any time at the Studio Premises.
47. Parents are responsible for all minors on the Studio Premises that are not students in a studio taking a class. Children under the age of 8 years should never be unaccompanied on the Studio Premises.
48. The parking spaces to the left of the Studio Premises are reserved for JLDA staff and permitted vehicles of contractors **only**. No other vehicles whatsoever may use these spaces (including by way of example for the purposes of turning, waiting, dropping off or collecting student and parking). CCTV may monitor use of the parking spaces 24 hours a day and enforcement action may be taken when necessary.
49. JLDA will not tolerate threatening or aggressive behaviour for any reason, including where staff are acting to enforce these terms and conditions. JLDA reserves the right at its absolute discretion to immediately terminate the contract between you and JLDA, if in JLDA's opinion a parent or guardian of a student acts in a threatening, aggressive or otherwise inappropriate manner towards any member of JLDA staff, any student or other parent or third party. In the event of any such termination, JLDA shall have no further liability whatsoever to you.
50. These terms and conditions are enforced pursuant to applicable laws and the licence terms on which JLDA is able to run classes at the Studio Premises. If any parent fails to follow these terms and conditions or attempts to prevent any JLDA staff member from seeking or attempting to enforce these terms and conditions, JLDA reserves the right immediately to terminate the contract with you and/or exclude your child from attending further classes at JLDA on a temporary or permanent basis, without further liability to you.

## Liability

51. JLDA accepts no liability for any injuries sustained whilst participating in a dance class or on the Studio Premises.
52. JLDA accepts no responsibility for loss or damage of personal belongings or property whilst on the Studio Premises.
53. Nothing in these terms and conditions shall in any way limit JLDA's liability for fraud or fraudulent misrepresentation or for death or personal injury caused by its negligence, or any other liability which cannot be excluded at law.

## JLDA Communications and Other Information

54. JLDA makes every effort to ensure effective communication with its parents and we would ask that for your part you give due attention to our communications, which inevitably often contain a lot of detail, in order to ensure the effective running of our classes. If you require any clarification or further information, please contact the office. While our teaching staff seek to keep parents well informed on the progress of students, please understand that it is usually very difficult for them to engage in discussion during class changeovers. If you wish to discuss any matter with us, please contact the office.
55. To ensure that work at the school is ethical, standards are well maintained and good practice is adhered to concerning working with children we comply with ISTD 'Code of Professional Conduct' (copies available on request).
56. If, despite our best intentions and efforts, you feel unhappy with any aspect of our service and facilities, please email the office with your comments, suggestions or complaints. A response will be given within 28 days, using the contact details provided in your initial enrolment form. However, JLDA will not enter into any discussion concerning enforcement of these Terms and Conditions.
57. JLDA has Public Liability Insurance (for further details please contact the office).
58. Additional rules and guidelines or updates to these terms and conditions may be published from time to time and communicated via newsletter. Your (or your child's) continuing attendance at Jamie Lee Dance Academy will amount to acceptance of such updated terms and conditions.

## JLDA Privacy Policy

59. JLDA will use your information to keep in touch with you by newsletter and other group / individual communications. We will also store any other relevant information (including medical) which is disclosed to us by you, or transpires during the time that you are / your child is enrolled in the school. We will not disclose your information to any 3<sup>rd</sup> party or send unsolicited marketing material.

## Additional T&Cs related to Covid-19 and any other infectious disease:

60. Jamie Lee Dance Academy accepts no liability in the event that someone who has attended the studio premises contracts Covid-19 (or any other infectious disease).

61. Students and staff must not come to the dance studio if they have Covid-19 symptoms, however mild, or have tested positive.
62. It is the responsibility of anyone who develops Covid-19 symptoms whilst inside the school building, to notify a member of staff immediately and make arrangements to return home as soon as possible, avoiding coming into contact with anyone or using public transport.

## Parking

63. We want to impress the importance of safe driving and considerate parking at JLDA studios and all locations where you represent JLDA. It is vital that all parking must be considerate of our neighbours: including but not limited to not blocking driveways, not blocking pavements or access. Additionally, if you are fortunate enough to be able to park right next to the JLDA studios on the part of pavement that we are allowed to use, please continually remember that there will still be pedestrians walking around. There is plenty of parking including a Tesco car park and Pelhams Gym near our Kinson studios so please plan your journey accordingly.