



TERMS AND CONDITIONS

Fees

1. Fees are charged on a half termly basis. An invoice will be emailed 10 days prior to the due date and must be paid in full by that date. The invoice will detail the term dates for that half term.
2. There are no refunds if a student is absent from a class for any reason and no reductions for part term attendance.
3. Fees are subject to change and The Hannah Cassidy School of Dance will notify you in advance of any increase in fees.
4. At least one month's notice in writing is required for any student wishing to discontinue any class or leave the school. If the notice is not received, the full payment of the student's fees for the notice period will be payable.
5. Fees must be paid by Cash, Bank Transfer or Cheque. Bank transfers must reference the student's surname.
6. A register for each class is maintained by the teacher to record student attendance for the purposes of health, safety, and security.
7. If a class is cancelled due to the sickness of the teacher, adverse weather or any other seen or unforeseen event, The Hannah Cassidy School of Dance will use reasonable endeavours to reschedule the class. This may involve transferring to online teaching or an extension to the term time dates where possible. No refunds will be given in this case. If a class is completely cancelled, the fee will be credited off your next invoice.
8. If The Hannah Cassidy School of Dance is unable to operate in person for reasons out of its control, lessons will continue via an online virtual platform or via video recording. No refunds will be given in this case.
9. Please ensure that The Hannah Cassidy School of Dance receives any changes to pupil's contact details in writing. All details will be held in accordance with our privacy policy which can be found on our website (www.hc-schoolofdance.com) and will be available to you on request by email or in person.
10. In the case of a failure to provide payments as detailed in clause 1, the bill payer will receive a reminder email from the principal and all monies must be paid within 5 days of receiving this email. In the event that monies are not paid within 5 days, a late payment fee of £5 will be added to the invoice for payment.

Conduct

11. Customers and students are expected to demonstrate respectful behaviour towards their teacher and fellow students.
12. The Hannah Cassidy School of Dance reserve the right to ask any customer or student to leave the school if the Principal believes that their behaviour is disruptive, disrespectful or in any other exceptional circumstance.
13. Parents/guardians are not permitted to watch children's classes except in exceptional circumstances at the discretion of the Principal (**This does not include Twirling Tots.**)
14. No photography or videos are permitted by customers, parents or guardians within any of our classes or events unless prior permission has been given from the Principal.
15. Customers and students are responsible for their own property and bring items to Dance Classes at their own risk.
16. Students are not permitted to use mobile phones during their lessons. Any phones brought into a class must be switched off or on silent mode.
17. Students are not permitted to leave the studio during a class without the teacher's permission.
18. Classes normally run continuously on the timetable without a break. Students should be dressed and ready to start their classes before entering the room.
19. The Hannah Cassidy School of Dance endeavour to ensure that your children are dancing in a safe and comfortable environment. We ask you to bring and collect your child promptly and provide us with written details of changes in drop off/pick up arrangements.

Miscellaneous

20. All students/parents must fill out the Registration Form which can be requested from the Principal.
21. The school timetable may be revised at any time. The Hannah Cassidy School of Dance will give advance notice of any changes.
22. The Hannah Cassidy School of Dance work towards IDTA and BTDA examinations. Pupils will only be entered when they have reached the required standard. The Hannah Cassidy School of Dance has the right to withdraw any pupil from an examination at any stage.
23. A certain amount of risk is carried by any physical activity. Students taking part in any classes or events run by The Hannah Cassidy School of Dance do so voluntarily at their own risk, knowing the hazards involved.

24. As is the nature of instructing dance, it is often necessary for teachers to use physical contact when assisting students, correcting placement, training technique and for health and safety purposes. If you have any concerns regarding this, please contact the Principal.

25. By registering your child at The Hannah Cassidy School of Dance, you are agreeing to allow your child in the care of The Hannah Cassidy School of Dance teachers for the duration of their lessons.

26. Student's should disclose any physical limitations, disabilities, ailments, or impairments which may affect my ability to participate in said The Hannah Cassidy School of Dance class to the teacher/instructor.

27. The Hannah Cassidy School of Dance reserves the right to amend or update these terms and conditions at any time. Any changes to these terms and conditions will be posted on our website. By attending any class or event and continuing to use our services, you are agreeing to these terms and conditions.

www.hc-schoolofdance.com