

# Victoria Walker Dance Terms and Conditions

## **Fees and refunds**

1. A fee is charged for each class students are enrolled in.
2. Students are expected to attend all classes and an invoice will be raised for the whole term.
3. Refunds will not be given for non-attendance and during covid-19 times in the event of lockdown refunds will not be available but classes will be replaced online both live and pre-recorded.

## **Payment**

4. Invoices must be settled prior to the start of each term online.
5. Payment can be made by bank transfer or on our webpage via stripe. Please mark child's name and class time and day with payment.

## **Register, attendance and absence**

6. A register for each class is maintained by the teacher which records student attendance for health, safety and security. These records may also be used for the purpose of assessing student's entry into the dance examinations.

## **Late payment**

7. Pupils will not be allowed to attend class and will be asked to leave if fees are not paid in advance.

## **Waiver**

8. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter, please contact the Principal.

## **Code of Conduct**

9. The School's Code of Conduct including our Covid 19 policies is on our website and below. Failure to observe the Code of Conduct may result in students being asked to leave. Victoria Walker Dance reserves the right to ask students to leave without a refund following a continued breach of the code of conduct.
10. The School reserves the right to alter the advertised schedule with reasonable notice. The information in this and any other printed or electronic brochure/notice was correct at the time of printing or publication on-line.
11. During the current Covid 19 Pandemic outbreak and any subsequent outbreaks the school reserves the right to change classes to online via Zoom or Skype at short notice. Please note if you do not have internet we are not able to refund fees or credit your account.

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## **Data protection**

12. The School holds information about our students, parents and guardians to enable us to carry out our business as a dance training organisation. The school complies with the European General Data Protection Regulations. A copy of the school's data protection and privacy policy are included on our website and upon registration.

Victoria Walker Dance staff members are not at liberty to enter into conversation with or disclose any information to parents relating to other students. Student's information is confidential and retained in accordance with the School's Data Protection Policy and Privacy Policy.

## **Changes to the terms and conditions**

13. The School reserves the right to change these terms and conditions at any time.

## **Agreement to the terms and conditions**

14. On enrolment parents or guardians of each student are required to sign their acceptance of the terms and conditions.

**IMPORTANT NOTE: DURING THE COVID-19 PANDEMIC PLEASE READ OUR COVID-19 PROTOCOLS FOR SAFE REOPENING AND COVID-19 RISK ASSESSMENT FOR FURTHER RULES AND REGULATIONS. VICTORIA WALKER DANCE WILL REOPEN IN PHASES ONCE IT IS DEEMED SAFE AND VIABLE TO DO SO AND YOU WILL BE NOTIFIED BY EMAIL.**