



TERMS AND CONDITIONS

1 Payments and fees

- 1.1 All fees must be paid in full at the beginning of each month unless otherwise agreed.
- 1.2 All fees are payable in advance and non-refundable
- 1.3 Notice period – One full months' notice is required in writing or payment in lieu
- 1.4 No remission of fees is possible for absence through illness or for any other cause. Neither will fees be carried over or used for other family members
- 1.5 In the event that fees are not paid in accordance with our Terms of Business we reserve the right to charge an administration charge in the sum of £ 20.00 and may result in your child losing their place at Spotlight School of Dance
- 1.6 Clients with accounts in default agree to pay our reasonable expenses, including legal fees and costs for collection by third-party agencies, incurred when enforcing these Terms and Conditions
- 1.7 Fees are reviewed annually January
- 1.8 Payment plans can be arranged on request

2. Clothing and Uniform

- 2.1. Uniforms are available via our website. Details of the type of uniform required are available on request and also on the website.
- 2.2. No jewellery or accessories to be worn to classes for safety reasons.
- 2.3. Uniform must be worn at every class and event unless told otherwise.
- 2.4. Hair must be up and clear from the face. A bun must be worn in the hair during Ballet classes.

3. Classes

- 3.1. Pupils must arrive at classes 5 minutes before to ensure a smooth transition between classes
- 3.2. Spotlight School of Dance aim to provide the best training in Dance and Musical Theatre. We will implement fun and discipline to do this. If we feel that any pupil is being disruptive on a regular basis we will issue a verbal warning. If this continues, a written warning will follow, then exclusion from the school.
- 3.3. We reserve the right to exclude students from lessons at our discretion without refunding fees.
- 3.4. Promotional pictures and footage will be taken during certain classes; we will require a written request if you do not wish for your child to take part.