



## **TERMS & CONDITIONS OF BRIGHTON DANCE ACADEMY**

### **Amended April 2020 to include online classes**

Please read through terms and conditions carefully, sign, date and return to the office via email.

### **Section 1 Terms of Enrolment**

*An invoice for term fees is emailed to the billing contact prior to the start of each term. Please update your JackRabbit account with any changes to your personal information immediately.*

- 1.1. I understand that Brighton Dance Academy assumes that student enrolments will roll over to the next term unless otherwise stated. Due notice must be given via email.
- 1.2. I understand that BDA reserves the right to adjust a student's enrolment if they have enrolled in an inappropriate class for their age or skill level.
- 1.3. I understand that once my child has been enrolled in a class, they cannot change their enrolment until the following term.
- 1.4. I understand that if I wish to remove my child's name from the Academy's database, notice is required via email.
- 1.5. I understand dance is a physical art form and that use of general touch appropriate to dance training will take place. Students/parents at any time can request to no longer receive physical corrections.
- 1.6. I understand that first aid will be administered to my child if necessary, by a first aid- trained teacher. This includes appropriate touch and an ambulance to be called if the first aid-trained teacher deems it appropriate. The cost of the ambulance and other associated expenses will be passed on to the parents/guardians.
- 1.7. I give permission for photo and video footage of my child to be used on the BDA website and other such media including, but not limited to, press releases, Facebook and Instagram. BDA teachers with dance specific social media accounts may also post pictures and videos of their student's progress. Photos and videos may be used as stated above unless I provide an email request NOT to have my child's photos/videos used.

### **Section 2 Terms of Concert**

- 2.1. I understand that all students are expected to participate in the annual concert and all costume making is outsourced. A costume levy is payable per concert dance item and is non- refundable.



2.2. I understand that if I do not wish for my child to be involved in the concert, I will notify the school during enrolment so that the costume levy can be waived.

2.3. I understand that after Term 3 has started, no changes to concert classes can be made due to concert preparations.

2.4. I understand that if I do not give the office notice before the deadline, a costume will be ordered for my child and will be non-refundable.

2.5. I understand that whilst every effort is made to ensure children do not have the same costume as previous years, siblings may end up with the same costume.

2.6. I understand that there is a minimum attendance policy in place for the concert and that if my child misses 4 or more classes for a particular dance in Term 3 and 4, they will be taken out of that dance. All costumes and tickets purchased will be non-refundable.

2.7. I understand that in exceptional circumstances, pre-arranged absences in Term 3 and 4 are acceptable, however, the students must uphold the conditions arranged by the teacher; failure to do so will result in the student being taken out of the dance. All costumes and tickets purchased will be non-refundable.

2.8. I understand that the concert dates have been published and that all rehearsals are compulsory to attend.

2.9. Any concert rehearsals missed due to exceptional circumstances must be agreed upon with the office ahead of time. If the spacing and/or dress rehearsals are missed without approval of the Academy, students will be taken out of the concert, all costumes and tickets purchased will be non-refundable.

### **Section 3 Fees and Payments**

An invoice for term fees is emailed to the billing contact prior to the start of each term. Please update your JackRabbit account with any changes to your personal information immediately.

3.1. I understand that payment is due 14 days after the date of the invoice.

3.2. I understand that a late fee will be charged if fees are not paid within the 14 day period unless a payment plan has been set up prior to this date.

3.3. I understand that I will lose my sibling discount if fees are not paid within the 14 day period.



3.4. I understand that once an invoice has been sent out for the following term's fees, I will be held accountable or paying the full amount, even if my child leaves or changes classes mid-term. \*In Term 1 we have a 2 week grace period for students trialling classes of interest & to be placed in the correct level.

3.5. I understand that no adjustment in tuition fees is made for individual classes missed for personal reasons or due to a public holiday, and BDA does not offer make-up classes. Consideration may be given in exceptional circumstances.

Payment methods:

1. If paying independently, payments can be made by credit card, electronic bank transfer or cheque.
2. If setting up Auto Pay, payments can be direct debited from a credit card or bank account
3. If setting up a payment plan, a schedule must be arranged before the invoice due date, via email.

## **Section 4 Online classes**

By participating in any online classes (pre-recorder or live) with BDA you are agreeing to the following

4.1 Your child has gained your permission to be online.

4.2 It is parent's responsibility to ensure dancers have at least two metres clear space around them, that the floor is clear of any objects or spills, and the surface is appropriate to dance on.

4.3 Where possible, webcams are located in a communal space like a living room - rather than a bedroom. If only a private space like a bedroom is available, you must keep the door open and/or have a parent present for the duration of class.

4.4 Ensure that students are wearing appropriate clothing that is suitable for dance and in no way revealing.

4.5 Understand the sharing of online class invitations and passwords are strictly forbidden.

4.6 Your child participates in these online dance classes at their own risk. You understand that dance is likened to sport and, although rare, injury may occur. Brighton Dance Academy will not be held responsible for any injury that may occur to your child during dance class.

4.7 Each live class will be recorded and archived for 36 months for child safety and insurance purposes.

4.8 Though your teacher may be able to see students, it is not the same as a live, in studio class. Students and parents will have to take more responsibility than usual for the safety of the dance space and movements.



4.9 Please note that the material in classes is under copyright and has not been approved for sharing, or for third party recordings. Sharing of pre-recorded classes or live class links and passwords are strictly forbidden.

BY SIGNING THESE TERMS AND CONDITIONS YOU ACKNOWLEDGE THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OF ENROLMENT AT BRIGHTON DANCE ACADEMY.

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR OWN RECORDS. Parent/Guardian Name:

\_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_