

## STANDARD TUITION PAYMENTS- TERMS & CONDITIONS Academic Year '25-'26

- 1) Invoices will be sent electronically to your registered email address, and payment must be made via monthly Direct Debit/Standing order direct to our bank account, or via Credit card on the parent portal.-
- 2) Any lost invoices will incur an admin fee of £3 to resend.
- 3) Invoices can be accessed via the parent portal.
- 4) Failure to make any payments before or on the 1st of each month, WILL result in your child being removed from the class and their place being offered to the next person on the waiting list.
- 5) No refund of fees will be given for nonattendance by students- this is common practice in dance schools as it deters from poor attendance and results in a higher standard of work, inc academic exams.
- 6) Where classes have been unable to take place due and cancelled by AD Performing Arts Ltd/Ohana Academy an alternative class will be offered. No refunds/credits will be given.
- 7) No refunds or credits will be given where a make- up class has been offered.
- 8) For each 4-week period (commencing from the 2nd of each month) that any payment or balance is unpaid a £5 late charge will be added to your unpaid invoice and your child(ren) will be removed from their class(es) until payment is made.
- 9) AD Performing Arts Ltd TA Ohana Academy reserves the right to change class prices or timetable without notice, however we will endeavor to notify parents as early as possible either verbally or by email giving a minimum of 7 days notice.
- 10) With the new monthly payment plan, there is no 6 weeks notice period. Payments are made 1 month in advance to cover any notice required.
- 11) AD Performing Arts Ltd TA Ohana Academy reserves the right to change shop prices without notice, however we will endeavor to notify parents as early as possible either by email or verbally giving a minimum of 7 days notice. (We are not responsible for suppliers pricing and will keep any changes to a minimum)
- 12) All new applicants are required to pay the registration fee either before or at their first trial and will receive 2 weeks of free trials. (These trials must be consecutive weeks)
- 13) Payments for Standard tuition are priced per class but invoiced yearly, and paid monthly.
- 14) We must be notified if you wish to continue or not, we will assume you do not if we don't hear from you.
- 15) All customers are on the pay monthly Direct Debit/Standing Order.

- 16) A credit/Debit card must be set up on the system 14 days before the first payment is due.
- 17) Payments are due the 1st of each month.
- 18) If payments are due before the credit card has been set up on the system, it is your job to ensure these are paid before the due date to avoid the late payment fees.
- 19) If you wish to discontinue any classes, 1 months notice must be given in writing (email or letter). Failure to provide the required written notice on or before the date required (15th/16th of the month prior), will incur the cost of the following months instalment.
- 20) Upon paying your first invoice (written or electronic) you hereby agree to our Terms and conditions as laid out above. Whether signed or not.
- 21) Voucher winners are entitled to 1 class per week, up to 60mins in length, for 1 term. Winners should notify us if they want to continue with this class.
- 22) Voucher winners are agreeing to the terms and conditions laid out in this document despite not having paid an initial invoice.
- 23) Voucher winners that take any additional classes should provide written notice to discontinue these additional class(es).

#### STANDARD & PRIVATE DANCE TUITION- GENERAL TERMS & CONDITIONS

- 1) Dance is a physical activity, and every precaution will be taken to ensure that the student's safety is optimum whilst in class.
- 2) Parents will be required to drop the student at the beginning of the class and leave. No parents will be permitted into the dance class for safety reasons, unless at the discretion of the teacher.
- 3) Any student arriving late must wait for a safe time to enter the dance class, NO ONE is to enter or leave the dance class without the teacher's permission.
- 4) Any parents collecting their child(ren) late must wait for the teacher to bring their child(ren) at a safe and suitable time. Parents are not permitted to enter the dance class, unless requested by the teacher.
- 5) Parents wishing for their child to leave the dance facility on their own must submit a request in writing to the office.
- 6) Students MUST arrive in their correct dance uniform and have been to the toilet before arrival at the venue. Regulation uniform & Hair style as specified on our website- uniform can be purchased through us at your dance class.
- 7) It is compulsory to wear the correct uniform to your class so that teachers can see the body and correct placements and lines to achieve the optimum in the dance class and prevent injuries from students working incorrectly.

- 8) Long hair should be worn in a Bun for all ballet classes and tied back off the face and neck for all other dance classes. If hair is too short for a bun, then a hair band must be purchased from us to be worn.
- 9) During your dance class with AD Performing Arts Ltd TA Ohana Academy physical contact may be necessary when correcting or demonstrating.
- 10) AD Performing Arts Ltd TA Ohana Academy does not accept liability for any injury or accident.
- 11) AD Performing Arts Ltd TA Ohana Academy does not accept responsibility for any lost or stolen items, however any items that are left behind will be put in the lost property box.
- 12) Students will be put forward for their dance exam, pointe shoes or competitions only when they have reached the correct age requirement (as laid out by the examining board) AND when they have reached the standard needed to pass the exam. This is at the individual teacher's discretion and the final decision lays with the principal.
- 13) Teachers/Staff/Chaperones must be notified at the beginning or at the earliest point possible within your dance class/show/competition regarding any injury or illness.
- 14) You must not bring your child(ren) if they are ill. This includes, Nits, temperatures, colds, tummy upsets or any other but not limited to other viral or bacterial infections.
- 15) Parents/Guardians are not permitted to watch any class, unless invited by the teacher/Principal.
- 16) No buggies or Prams will be permitted into the dance class or reception area, for health, safety & hygiene reasons. There are no exceptions. Baby car seats are permitted only.
- 17) Any student representing the school either through shows, competitions, auditions, or professional work must wear the 'Ohana Academy' tracksuit and conduct themselves in a professional, polite, and respectful manner always. Parents/guardians will also be required to be polite, respectful, and professional always when supporting their child at these events.
- 18) Students who represent the school at competitions, auditions and professional work must take at least 1 class per week in the relevant dance style.

#### PRIVATE TUITION PAYMENTS TERMS & CONDITIONS

- 1) Payments must be made in full by Bacs, Cash or Card before the first lesson.
- 2) No Payment =no lesson.
- 3) Whilst our teachers appreciate your notice of cancellation all payments and room bookings are handled through the office so you must contact us first.
- 4) A full schedule of private lessons will be published in advance. Failure to notify us of your availability will result in the lessons being allocated on first come basis.
- 5) The FULL lesson fee will be charged in case of non-attendance.
- 6) Due to the private tuition schedule if you're late for your lesson you will forfeit any time & cost. The studio & halls are all used after we finished and so we cannot run late, you must arrive in time for your lesson to not waste time getting dressed etc.

7) If you wish to discontinue any classes, half a term (minimum 6 weeks) notice must be given in writing (email or letter). Failure to provide enough written notice will incur the cost of the following half term (6 weeks) which you will be liable to pay.

8) All previous standard terms and conditions apply to private tuition in addition to the above.

#### SCHOOL RAFFLE VOUCHER WINNERS

The voucher entitles the winner to 1 class per week up to 1 hour in length for the Autumn term 2025 .

The voucher is not transferable between students- and is only valid for the initial student who enrolls

Voucher includes children’s classes in RAD Ballet, ISTD Tap, ISTD Modern Theatre, Musical Theatre, Street, Acro

Children’s classes- Street, Acro & Modern classes available from 4 yrs, Musical Theatre available from 5yrs, Tap available from 3yrs, Ballet available from 2yrs.

Voucher does not have a cash equivalent and cannot be exchanged for cash.

Students enrolling via a voucher are not required to give notice to stop the class covered by the voucher, however any additional classes taken will be subject to the notice.

Any additional classes taken on top of the 1 class per week will be charged weekly but invoiced in full for each month of the Autumn Term and will need to be discontinued in writing as per clause 19.

Uniform for classes is NOT included in the voucher and MUST be ordered/purchased following the second week of enrollment.

Parent/Guardian Name

\_\_\_\_\_ Date; \_\_\_\_\_

\* Please note the terms and conditions do not need to be signed, upon payment of your first invoice you are hereby agreeing to the above terms and conditions, as per clause 20.

Signed\*: \_\_\_\_\_ Date: \_\_\_\_\_