

## The Stephanie Morgan School of Dance Terms and Conditions 2018

1. Every item on the Enrolment Form must be completed and reception must be informed immediately to any changes in writing.
2. Should you need to make the teacher aware of anything before a class, please put this in writing and hand it to the teacher before the class begins.
3. Parents are able to stay in the waiting area, however, they are **not allowed into the classes whilst lessons are in progress**, with the exception of the first one or two lessons in the baby group.
4. The Stephanie Morgan School of Dance cannot accept any responsibility or liability for the security, loss or damage to a pupil's personal belongings whilst on the premises used by the school. However, every effort will be made by staff to ensure that pupils do not leave any personal belongings behind.
5. Food is not allowed in the dance studio. Water in a clearly named bottle is advised.
6. The trial period for a new pupil is up to 6 weeks depending on where we are in a payment block. For example, if we are two weeks into a payment block, you will be allowed 4 weeks trial whereby payment is made in cash at the beginning of each class.
7. Once the trial period is completed, pupils/parents/guardians will be required to pay six weekly in advance as a **minimum**.
8. Dance uniform must be worn to all classes after the trial period. All hair must be off the face in a neat bun or pony tail and no jewellery (including watches) is to be worn in class.
9. Unattended classes must be paid for.
10. All mobile phones must be turned off and put away during class.
11. Should a pupil wish to be withdrawn from any classes, a minimum of one months' notice in advance should be given in writing to the Dance School.
12. All members of The Stephanie Morgan School of Dance will be photographed and videoed. By agreeing to the terms and conditions you also agree that this can be used for promotional purposes.
13. Where private lessons are booked and need to be cancelled, 48 hours notice must be given in order to avoid payment. This will enable us to cancel hall bookings before having to pay.
14. Failure to comply with any of the terms and conditions stated above may lead to a request that the pupil be withdrawn from all classes in which case all outstanding fees will be payable immediately.

### Data Privacy

Here at The Stephanie Morgan School of Dance we take your privacy seriously and will only use your personal information to administer the services you have requested from us. However, from time to time we will contact you via email or social media, with details of other classes available and news of our shows, competitions, exams and other services we provide. You have the right to withdraw consent at any time. By signing this agreement, you consent to us using your data and contacting you.

I agree that I have read and accept the Terms and Conditions of The Stephanie Morgan School of Dance and that all enrolment details are correct.

Student Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Full Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_