

## Terms and Conditions – Summer Schools 2018

Please read the following Terms and Conditions very carefully.



### 1. **Booking, payment and refunds – Before June 30th**

The deposit of £50.00 per place booked, is payable on booking, in order to secure your child's place on the course. This is applicable if booking before June 30<sup>th</sup>. Payment must be received within 7 days of booking your place to ensure that a place is booked for you. We cannot reserve places for you and unfortunately we cannot guarantee your place if you do not pay the deposit at the time of booking. If we do not receive payment within 7 days your place will be released.

Please ensure that you return the completed form to us in full including all contact details and emergency contact details.

**Fees are non-refundable under all circumstances whatsoever.**

### 2. **Booking, payment and refunds – June 1<sup>st</sup> onwards**

If you are booking a place from June 1<sup>st</sup> onwards, then the full cost of the summer school is payable upon booking.

Payment must be received within 7 days of booking your place to ensure that a place is booked for you. We cannot reserve places for you and unfortunately we cannot guarantee your place if you do not pay the deposit at the time of booking. If we do not receive payment within 7 days your place will be released.

Please ensure that you return the completed form to us in full including all contact details and emergency contact details.

**Fees are non-refundable under all circumstances whatsoever.** If you choose to cancel your place in one of our summer schools after the deposit has been paid please note that the deposit is non-refundable under any circumstances.

If you cancel on or after June 1<sup>st</sup> the full cost of your place on the summer school is still payable in full without exception and no refunds will be made.

### 3. **Cancellation policy**

a. Step On Stage may cancel this Agreement at any time before the Pupil commences the course for any reason.

b. In the event of Step On Stage cancelling the event, a full refund will be made to the client.  
c. No refunds for the summer schools will be made by Step On Stage however, for a Force Majeure event. These include:

i. Civil commission, riot, invasion, terrorist attack, or threat of terrorist attack, war (Whether declared or not), or threat or preparation for war.

ii. Fire, explosion, storm, food, earthquake, subsidence, epidemic or other natural disaster,

iii. Impossibility of the use of railways, shipping, aircraft, motor transport, or other means of public or private transport, : or

iv. Impossibility of the use of the public or private telecommunications networks

v. Step On Stage obligations under these terms and conditions are suspended for the period that the Force Majeure Event continues, and it will extend the time these obligations for the duration of that period. Step On Stage will take reasonable steps to bring the Force majeure event to a close or to find a solution by which its obligations under these Terms and be performed despite the Force Majeure event.

4. Step On Stage does not accept responsibility for the loss or damage of monies, clothing, personal effects or properties of any kind. Items of value should not be brought to the workshops. If they are, they remain the sole responsibility of the child and no responsibility for the loss or the cost of a replacement is accepted by Step On Stage.

3. The School does not hold itself responsible for any accident or injury sustained to students outside of the premises during the workshop or in the premises during the workshop.

4. All students are expected to conduct themselves sensibly during all classes, showing self-discipline and respect towards others at all times. Students who damage company equipment or property through misuse or reckless behaviour will be held liable for any cost of repair or replacement.



5. Any child who is deemed to be behaving in an inappropriate manner will be excluded from the course and Step On Stage reserves the right to exclude a pupil due to:
  - a. Rude, threatening, violent and unacceptable behaviour towards staff or other children.
  - b. Wilful damage to property of the school, Step On Stage, other people's belongings, or to the fabric and contents of the venue.
  - c. The decision of Step On Stage shall be final.
6. Students should be collected from the designated entrance. Please inform us if your child is to be collected by anyone other than yourselves. No child will be released to anyone other than the named person on the registration form unless we have received prior notification.
7. You must make arrangements for your child to be collected at the stated time of finish of any session. Step On Stage Academy of Performing Arts will not accept responsibility for any child who leaves the premises on their own or with a parent.
8. If children are picked up more than 15 minutes late from a session then a fee of £15.00 will be charged for late collection in order for us to cover the costs of staff and theatre hire. If you are more than 45 minutes late then a fee of £50.00 will be imposed to cover the cost of hall hire and staffing.
9. Personal details given on this form will be held on a database and may be used by Step On Stage Academy of Performing Arts but will not be passed onto any third party.
10. Step On Stage Academy of Performing Arts have the right to use both video and photographic coverage of all its Students both in performance, workshops and rehearsals. Step On Stage Academy of Performing Arts has the right to publish this material in any means it feels necessary including (but not exclusive to) any printed and digital material and on the Step On Stage Academy of Performing Arts website ([www.steponstageacademy.co.uk](http://www.steponstageacademy.co.uk)). The copyright of this material will be owned by Step On Stage Academy of Performing Arts and must not be used without written permission.
11. Long hair must be tied back and not loose, comfortable clothing must be worn which allows for ease of movement. Girls should refrain from wearing skirts. Trainers or jazz shoes should be worn and students should not wear shoes with heels, sandals, or slip on shoes which can easily slip off. If students do not have dance shoes, they should wear appropriate plimsolls or trainers.

Pupils not wearing the appropriate clothing will have to sit and watch the classes and rehearsals. (This is part of Health and Safety regulations. Any pupil may injure themselves or others if not wearing the correct attire, and therefore will not be covered under our insurance.)

A full list of requirements for the summer school will be sent to you in June/July which outlines the shoes and clothing that are required for the summer schools.
12. We reserve the right to exclude pupils from classes for the following reasons:
  - a. Not responding to training.
  - b. Misbehaviour or wilful damage.
  - c. Non attendance.
  - d. Breach of school rules.
13. Students should bring with them plenty of water and snacks. Lunch and snacks will not be provided by Step On Stage Academy of Performing Arts. Drinking water will be available on site.
14. It is your responsibility to ensure that we have the correct contact details for you and any adult authorised to drop off or pick up your child. You must also keep us informed of any changes in the health of other relevant circumstances of your child.
15. All absences from any day should be reported before 9.00am on the day of absence to Emma on 07973 900196.