

# TERMS & CONDITIONS OF ENROLMENT

1. Fees are calculated for an academic year of 36 weeks and split equally between three terms. Fees must be paid per term in advance or half term by special arrangement. Fees paid by half term will be subject to a small surcharge. Interest will be charged on late payments.
2. A one off enrolment fee of £15 is charged on joining either Chichester Dance Centre or Horndean Ballet School.
3. After completion of one term, pupils/parents are requested to give one terms notice or fees paid in lieu if ending tuition.
4. There will be no refund for any lessons missed by the student.
5. A charge of £15 is made for unpaid cheques.
6. The decision to enter the student for exams or shows will be totally at the discretion of the teacher.
7. Students are to be well groomed at all times. The correct uniform should be worn as specified for each class in the Class Uniform leaflet.
8. Parents are fully responsible for their child's safety and conduct before and after the time of the lesson. Please deliver and collect your child promptly. Parents of children age 5 years and younger must remain on the premises for the duration of their child's class. For child security, parents are required to collect young children at the end of class directly from the dance studio within sight of the teacher.
9. Any child whose behaviour is incompatible with that of a dance class situation will be asked to discontinue their attendance.
10. Due to the physical nature of Dance occasional appropriate physical contact between teacher and pupil may be necessary to ensure safe dance practice and that correct dance technique is achieved.
11. Written confirmation is required if a child is absent for more than two weeks. Failure to comply may result in your child's place being offered to another child on the waiting list.
12. Chichester Dance Centre may on occasions take photographs and/or video recordings of class work or performances for promotional work or as an aid to teaching. Pupils/Parents agree that images may be edited and reproduced for these purposes.
13. Many of the dance routines taught are original choreographed works and are protected by copyright. Any persons / pupils wishing to perform, teach or record these works are required to obtain written permission from the Principal.
14. Parents / Pupils are requested to observe the class etiquette as specified in the general class information sheet (please ask for your copy ) in addition to the terms and conditions of enrolment.
15. Please ensure that you provide us with your latest contact details in order that we can contact you in the unlikely event of an emergency.
16. For the efficient running of our dance schools, Chichester Dance Centre maintain a computer database of pupils and parent contact information including pupils dates of birth. This information will not be passed to any other organization or individual not associated with us. Please inform us in writing if you do not accept this.
17. Parents / pupils must request prior agreement if they wish to attend another dance school simultaneously.
18. Additional terms and conditions may be added from time to time as deemed necessary. Any new terms will be made available to all registered pupils / parents / carers who must abide by these at all times.

## Enrolment Form

Pupil's Name.....Date of Birth (if below 18 years).....

Address.....Post Code.....

Parents Names (if pupil below 18).....

Name & address of Fee payer (if different to above).....

Home Phone No.....Mobile No.....

Email address:.....Regular School Attended.....

How did you hear about Chichester Dance Centre / Horndean Ballet School ?.....

Details of any medical condition that should be brought to the teacher's attention .....

Name and telephone number of any other person responsible for collecting your child from class.....

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Details of any previous Dance Schools attended or dance show experience (continue overleaf if necessary).....

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**I confirm that I understand and accept the terms and conditions of enrolment.....**

Parent Name (or pupil if over 18).....Signature.....Date.....

PLEASE RETURN COMPLETE FORM

Enrolment Form v.0909

[www.chichesterdance.co.uk](http://www.chichesterdance.co.uk)

Phone 01243-780893

Chichester Dance Centre

Horndean Ballet School  
Incorporating