

Terms and Conditions September 2020

The Robyn Academy uses an online registration and invoicing system to minimise paper, manage your payments and receive updates from the Academy. To ensure that you always receive information it is important that you do not add studio@robynacademy.com to your blocked senders list. If you do not have a reliable internet connection or a way of receiving emails, please advise the Academy on 01474878494.

Fees, Deposits and Refunds

- The school operates 3 billing periods over three academic terms.
- Payments for each billing period must be received by the 1st day of term unless a prior arrangement has been made.
- A fee is charged for each class a student is enrolled in per term.
- An invoice will be raised for the whole term.
- Fees will only be pro rata when a student starts during a term.
- A pro-forma invoice for students who enrol mid-term will be issued to enable payment immediately
- Students attending more than 3 lessons a week may opt for a 12 monthly direct debit scheme, billing periods remain the same but payments are taken monthly
- The Direct Debit option is for a year's commitment and payments are taken on the last working day of the month starting in August for the academic year starting in September.
- Refunds will not be given for non-attendance.
- Refunds will not be given where a class has to be cancelled and rescheduled.
- Fees are currently exempt from VAT.

WINTER TERM

- **Start Date**-Monday 7th of September 2020
- **Finish Date**-Friday 11th of December 2020
- **Half Term**-Monday 26th to Saturday 31stOctober (School Closed)

Class Fees

Class	Fee
Graded Class 30 mins	5.50
Graded Class 45 mins	6.50
Graded Class 60 mins	7.50
Acting/Speech & Drama 45mins	7.00
Vocational Grades	8.00
Choir 45 mins	6.50
Jazz/Commercial dance 45 mins	6.50
Musical theatre 45 mins	6.50
Conditioning/Fitness 45 mins	6.50

Dance Till You Drop Tuition Package

For those students who are absolutely mad for dancing, the Robyn Academy is pleased to introduce the "Dance Till You Drop" tuition package. This provides access to every dance class that is offered in your age and ability, (excludes competition classes and private lessons). This is

offered as a flat rate package from £175 per month for 12 months or £700 per payment term (3 terms a year).

Private Classes

Private classes are offered for pupils wishing to have one to one tuition for either festival pieces or audition preparation. Private classes are booked in advance and once booked must be paid for unless 48 hours' notice is given for cancellation.

- Solo Lesson £20.00 per 30-minute lesson
£35.00 per 60-minute lesson
- Duet Lesson £12.50 per person per 30-minute lesson
£20 per person per 60-minute lesson
- Trio Lessons- £10 per person for 30-minute lesson £15 per person for 60mins lesson
- Quartet Lessons- £15 per person for 60-minute lesson.

Vocal Coaching

Vocal coaching is payable on the day at reception at a cost of £25 per 30- minutes

Private Tuition-48 hours cancellation notice is required to give the teacher time to re-arrange schedules etc.

Making a payment When making a payment, please follow the points below;

- Payment can be made by cash, PayPal, credit/debit card or bank transfer to:
Tide Bank Account number **23410867** Sort Code **23-69-72**
- Bank transfers should in all instances reference the relevant Invoice number. Failure to do so may result in the payment being unidentified, the account remaining outstanding and the student not being admitted to class.
- In person to Reception during Academy opening hours by cash or credit/debit card. Receipts will be issued for cash payments.
- The Academy will not accept any liability for payments left at Reception if the desk is unattended, given to teachers or any other persons not authorised to receive money.
- A one off **£10.00** registration fee is charged on acceptance to the Academy.
- A receipt will be automatically generated by the booking system and emailed to you once the payment is logged.
- For students taking over 3 classes per week, the Robyn Academy will accept payments via direct debit, this is set up via GoCardless.
- All payments must be made or arranged by the 1st day of term. After this time your child will be excluded from lessons until your account is up to date.
- Please be aware that time is taken up teaching the classes, if you have any queries about fees/classes or uniform please contact us via email at **studio@robynacademy.com**. I would ask you all to respect the fact that your children's classes are our main priority during lesson time.

Late Payment

- The payer will receive written notice if payment has not been received in accordance with these terms and conditions including failed Direct Debit payments.

- The Academy reserves the right to charge a late payment fee of 5% if an invoice remains unpaid after the date stated in the invoice.
- Failed Direct Debit payments will incur a charge of £10

Notice periods, attendance & class changes

- If an invoice has not been paid within the required period in accordance with the terms and conditions, the student will not be admitted to any classes until the invoice has been paid in full.
- The Academy reserves the right at any time during the term to ask students to leave a class if any fees remain outstanding after the start of term.

We understand from time to time that children's interest in subject's waiver and children wish to give up dancing or have school examinations that take priority. The following conditions apply.

- Students are required to give one term's written notice if they wish to withdraw from classes or pay the required terms fees in Lieu. Failure to inform the Academy of withdrawal will result in proceedings to collect any debts that might remain unpaid including interest charges.
- If a student wishes to change class or to start an additional class, the parent/guardian must give their consent via email to studio@robynacademy.com so that they can be invoiced for the additional or new class.

Data Protection

The Robyn Academy holds information about our customers to enable us to carry out our business as a membership, dance education and training organisation. This information includes the contact details you supply to us and may also include information on examinations, courses and student records.

The Robyn Academy will not disclose your information to third parties outside the Academy except where the law allows or requires, or where you are entered for an examination, audition, competition or performance.

Code of Conduct

A Professional Protocol will be issued to students and parents/guardians. Failure to observe this code of conduct may result in students being asked to leave. The Academy reserves the right to refuse any student prior to or after enrolment. No refund will be given if the Professional Protocol has been broken.

Timetable

The Academy reserves the right to alter the advertised timetable and faculty without prior notice.

Uniform Orders-The Academy like any other dance school operates a dress code. Uniform can be purchased from the Academy.

Examinations, Festivals and Events-The Academy operates to a 12-month planned calendar which includes a series of optional events, festivals and examinations. Students and parents will be notified & in advance of these events and provided with payment dates. Unfortunately, it will not be possible to enter your child for these events past these payment dates.

Elite Squad & Competition Class Training

Performing to a crowd or excelling at a festival is a big part of dancing. Please note that participation in competition squads & sessions is by invitation only.

Copyright/ Intellectual Property

All festival dances and examination solos remain the property of The Robyn Academy. They cannot be performed, posted to social media or copied without written permission from the Academy.

Changes to the terms and conditions

The Academy reserves the right to change these terms and conditions at any time providing one term's notice is given to students.

On line waiver acceptance

The following text needs to be accepted via the online portal when registering your child at the Robyn Academy, please read carefully.

I have received or will obtain a copy of Robyn Academy Dance & Theatre Arts policies (full details at www.robynacademy.com) and will take the responsibility to carefully read and follow the rules and policies therein. I understand that Robyn Academy Dance & Theatre Arts does not give credit and/or refunds for class(es) missed due to holiday, vacation, illness, weather, etc. I agree to give one full term's notice to leave the Robyn Academy or agree to pay a term's fees in lieu. I further understand that there are specific risks of physical or property damages, losses, or injury that may result from my or my child's participation with Robyn Academy Dance & Theatre Arts, and I voluntarily assume the risks associated with such participation.

In an Emergency: If the Robyn Academy is unable to contact me or an alternative care provider, in my absence, I give permission for my son/daughter to be taken to hospital by a member of the Robyn Academy team or by ambulance. The duty paediatrician/doctor has my permission to administer treatment and/or medication as they deem necessary until such time as I am available for consultation.

Electronic Signature Agreement. By selecting the "I Accept" checkbox, I am signing this agreement electronically. I agree this electronic signature is the legal equivalent of my manual signature on this agreement.

I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.