



TERMS AND CONDITIONS

LAST REVISED: NOVEMBER 2022

The following document sets out the Terms and Conditions by which AJS Dance agrees to provide services. By participating in our classes, you are agreeing to these Terms and Conditions. It is your responsibility to familiarise yourself with them before you or your child participates in any activity with us.

We reserve the right to modify, cancel or amend these Terms and Conditions and upon doing so shall provide you with notification that there has been a change. The current Terms and Conditions always appear on our website. On purchase of any product or service, the most recent Terms and Conditions shall apply

FEES AND PAYMENTS

- Payment for classes is on a monthly basis, due on the 1st of the month for the month ahead.
- An invoice will be raised approximately 2 weeks prior to the end of the month with payment due on the 1st.
- All classes are payable. No credits will be made for missed classes unless a class is cancelled by AJS Dance. Credits will not be issued for absences (including self isolation), holidays, school trips, school events, sickness or birthday's.
- The only exception will be during the month of August where we will operate a pay as you go system.
- If a pupil enrolls after the start of the month a pro-rata charge will apply for the first month.
- Refunds will not be issued should notice be given part way through the month
- We reserve the right to suspend participation in lessons until any overdue payments have been made
- In the event of a long term absence through injury or other reason please discuss with the principal who will consider each case on an individual basis.

TRIAL LESSONS

- AJS Dance offers a free trial lesson to all new pupils, providing there is availability in the appropriate class.
- Following a trial lesson an invoice will be issued for the remaining lessons in the month. This must be paid before the first lesson following the trial.
- Parents and Guardians must complete a registration form providing up to date contact information and health information as requested
- If a child is unable to make the arranged trial lesson, a further free trial may be arranged at our discretion
- Returning pupils are not eligible for a free trial lesson before re-joining

CANCELLATION OF CLASSES

- Occasionally it is necessary to cancel or change the time/venue of a class. Should this occur AJS Dance will notify parents and guardians by email, website and social media.
- We reserve the right to cancel any classes anytime up to and including the date the class starts. Should this occur we will endeavour to give you as much notice as possible and the lesson either rescheduled or carried over to the following month

HEALTH AND INJURY

- Pupils participate at their own risk and parents and guardians are obliged to inform AJS Dance of any existing injuries or medical conditions. AJS Dance must be informed immediately of any changes to a pupils health record.
- Pupils must wear suitable footwear and clothing at all times. New pupils will have a grace period of 1 month to settle in to classes after which it is expected that the correct footwear is purchased for use in the class. This consists of:
 - BABES/PRIMARY/PRELIM
 - Black Ballet shoes, White Tap Shoes and Black Pumps
 - JUNIORS 1 & JUNIORS 2
 - Black Split Sole Ballet shoes, White Tap Shoes and Black Jazz Pumps
 - JUNIORS 3, INTERS, SENIORS
 - As per Juniors 1 & 2 with the addition of Tan split sole Jazz shoes
 - ADVANCED
 - Appropriate footwear as required
- AJS Dance uniform is currently optional in the class however clothing must be appropriate for dancing. No denim, or non-dance skirts/dresses are to be worn.
- If a pupil is unwell or has an accident during class time, the emergency contacts will be called via the contact details provided on registration
- It is the responsibility of parents and guardians to ensure contact information is correct and up to date.
- Should First Aid treatment be required, treatment will be administered by our on-site first aider.
- The administering of any medication e.g. epi pens or complex medical conditions must be discussed with the principal prior to attending any sessions.

PERSONAL PROPERTY

- Pupils are obliged to take care of their own belongings
- All personal items including shoes should be labelled with the pupil's name
- Do not bring items of value to class

- AJS Dance do not accept responsibility for any personal property that is lost or damaged

SCHOOL RULES

- Pupils are expected to show good behaviour, kindness to others and respect for teachers and fellow pupils.
- Failure to observe these rules may result in pupils being asked to withdraw from lessons with AJS Dance
- No refunds will be given if the school rules have been broken

PHYSICAL CONTACT

- Physical contact may be necessary by members of staff to assist a pupil's dance development. If you have any concerns regarding this matter please contact us.

PHOTOGRAPHY

- Photographs and video footage taken by teacher's at AJS Dance may be used on our website or social media platforms for publicity purposes. Permissions for images to be used will be requested on registration. Parents and guardians can remove this permission at any time by contacting the principal.

USE OF PERSONAL DATA

- AJS Dance holds information about our customers to enable us to carry out our business as an educational organisation.
- AJS Dance will not disclose personal information to third parties unless required to do so for duties such as examination entries or applying for performance licences.