



## ASPIRE PERFORMING ARTS (APA) TERMS AND CONDITIONS

### FEES

All lessons are term time only.

Fees are paid each half term in advance. Any alternative arrangement to be discussed with the principal.

All fees must be paid before lessons can commence each half term. We have the right to exclude a child until fees are paid.

Any increase in fees will be notified to the parents/guardian/student with at least half a terms notice.

Extra lessons will have a set fee to be paid in full by the deadline given.

### NO REFUNDS

There are no refunds for any lessons missed/cancelled due to illness, bad weather, public holidays. Any exceptional circumstances may be refunded at the discretion of the principal.

If the teacher is unable to teach for the scheduled lesson, then an alternative time/date will be arranged.

### CLASSES

Students are expected to be punctual for their class. Any late arrival time cannot be made up at the end of the class.

Students are asked to be respectful of each other whilst waiting / exiting from class. Please also respect other users of the premises.

The teacher cannot enter in to dialogue with parents/guardians/students at the time of lessons. Please make separate arrangements if you wish to discuss anything.

We have the right to exclude students due to bad behaviour.

### STUDENT

APA accepts no responsibility for any personal items lost or damaged inside or outside the classroom.

Students must adhere to the rules of APA.

Students under 16 will not be allowed to leave the premises unless there is a parent/guardian present at the time of collection. If you wish your child to make their own way home then written permission must be supplied to APA.

### CANCELLATION POLICY

If you wish to withdraw your child from lessons, half a terms notice in writing is required.

If this has not been received within the required notice period then full fee's will be charged.

## **EXAMS**

Exams are optional for all students and are not compulsory to take. However, here at APA we would encourage this for further development in 1-2-1 classes.

Extra lessons may be required before an exam, particularly Grades which carry UCAS points. All exam fees will be discussed prior to exam entry and invoiced accordingly.

Once an exam time is set it cannot be changed. If an exam date cannot be met then APA/the Examination Centre reserve the right to uphold payment for the full exam fee.

Any deferred exams require full payment.

## **LIVE PERFORMANCE/ WORKSHOPS**

We hope that all students will be involved with live performance and workshops. Offering these opportunities enhances their learning experience. Notification will be given in advance to allow parents/guardians to attend. Any fee will be notified in advance.

## **CHILD PROTECTION**

All teachers have the required DBS check as required by law.

At times it may be necessary to have physical contact with a student to help with posture.

We do not provide supervision or accept responsibility for students outside other than during a lesson. Parents/guardians remain responsible for the child at all times before and after the lesson/workshop/event.

We will do our best to create a safe environment for our students.

If a student becomes unwell or suffers injury in any way, APA will make every effort to contact parents/guardian. However, if necessary we will seek urgent medical care (A&E).

## **DATA PROTECTION**

From time to time, students may be videoed or photographed for our website, social media or for the local news.

Please see our privacy policy for further information about how this data will be stored and used.

By signing this, you give full permission for your child to be included in the above.

If you wish to discuss anything further, please email us at [info@aspire-performingarts.co.uk](mailto:info@aspire-performingarts.co.uk). Please note that emails may not get any response during working hours or after 8pm.

***I HAVE READ AND ACCEPT ALL THE ABOVE TERMS AND CONDITIONS***

***PRINT NAME*** .....

***SIGNED*** .....

***DATE***.....