



Ballet Boost

General Terms & Conditions for courses and workshops

1. Fees

- 1.1 Once the online course application form has been completed, and you have been accepted, you will be sent an invoice via email. Once paid, your name will be added to the list of attendees and further information will be provided approximately 2 weeks prior to the course or workshop.
- 1.2 If you do not pay your invoice by the date stated, your child's name will be removed from the system and you will have to re-apply online.
- 1.3 If your application is sent in less than one month prior to the course start date, and you have been accepted, full payment of the course fess will be due regardless of attendance.
- 1.4 Once paid, if you decide you do not wish to attend or need to cancel, notice must be provided in writing. If this is provided 8 weeks or more prior to the course, a full refund or transfer to a different course will be available. If notice is provided between 7-8 weeks prior to the course, a 50% refund is available. After 7 weeks, no refund will be offered unless at the Director's discretion.
- 1.5 If there are any problems making payment, you must contact us immediately for payment options – which are at the Director's discretion.

2. Conduct and uniform

- 2.1 Students are expected to wear suitable and smart uniform / clothing to all classes and adhere to any stipulations sent out regarding the individual course or workshop.
- 2.2 Students are expected to conduct themselves in a polite and professional manner at all times throughout the course or workshop.
- 2.3 If a student's behaviour or attitude is deemed inappropriate in any way this will result in a verbal and / or written warning. If behaviour continues, possible expulsion from the course or programme can be expected.
- 2.4 The above statements are in accordance with our *Code of Conduct Students* policy (all policies can be found online).

3. Classes

- 3.1 We will level a child according to their ability, to ensure they receive the most appropriate training. We reserve the right to change this level if deemed necessary, and will clearly communicate the reasons for this.
- 3.2 We reserve the right to cancel or change classes for reasons beyond our control (such as weather, local or national incident, location problems, teacher illness) and in this case refunds will not usually be provided. If a class is cancelled or shortened for any other reason, a whole or part refund will be offered at the discretion of the Director.



Ballet Boost

- 3.3 Please view our policies regarding *Child Protection and Safeguarding, Code of Conduct for Teachers* and *Health and Safety Statements* and ensure you are in agreement with the contents.



Ballet Boost

4. Data Protection

- 4.1 Any relevant medical information must be disclosed before attending.
- 4.2 Please view our *Data Protection policy* and check you are in agreement with the contents. Ballet Boost agrees to adhere to this document.

5. Photography Policy

- 5.1 Photography and recording in classes is prohibited, unless authorized by the Director.
- 5.2 Any photography taken professionally during classes can be used for marketing purposes - this includes website and social media. By ticking the relevant box when signing up to the course online initially, you have agreed to the aforementioned statement. If do NOT wish for images to be used or change your mind after signing the form, this should be indicated to us in writing at least two weeks prior to the course.