

FOX KING DANCE ACADEMY

23 KING SQUARE, BRIDGWATER, SOMERSET TA6 3DJ

TEL: 01278 434623

TERMS AND CONDITIONS

At FKDA, we want our dancers to attain their maximum potential through a learning process that is fun, safe and rewarding. The following term and conditions are to help us all achieve that goal.

FEES

1. FKDA runs three academic terms of 12 weeks each year.
2. Invoices will be handed out in class during week 1 of term. Payment is due by the end of week 2.
3. Invoices will be sent by post if, for any reason, a student has not received it in class during week 1. Payment is still due by the end of week 2.
4. Invoices not paid by the Monday of week 5 will incur a late payment fee of £5 to cover extra administration costs.
5. Invoices not paid by the Monday of week 8 will receive another reminder by post, and will incur an additional 10% overdue payment charge.
6. For a student commencing classes after the beginning of term, a pro rata invoice will be issued. The late payment fee of £5 will be incurred 4 weeks after issue. The 10% overdue payment charge will be incurred 7 weeks from the date of issue.

HOW TO PAY

1. Payment can be made in person to FKDA staff by cash or cheque. Please put in an envelope with your completed return slip. Cheques are payable to Fox King Dance Academy.
2. Cheques may be sent by post – again, please ensure that you enclose the return slip so that your payment can be identified and processed promptly.
3. FKDA accepts payments by direct bank transfer (BACS):
Bank: Santander
Sort code: 09 06 66
Account number: 43668849
Account name: Foxking Dance Academy
Please make sure that we can correctly identify your payment. Students should still complete and return the slip on the invoice to an FKDA staff member, marked clearly “Paid by BACS”.
4. Invoices for over £150 per term may be paid by direct debit spread over a 12-month period (Sept – Aug). Please talk to a member of staff if you would prefer to settle your bill in this way.
5. Other fees incurred during the course of the term (eg private lessons, exam fees, festival entries, etc) are payable on receipt of the invoice.
6. If you are having difficulty paying your bill, please talk to a member of staff to see if any alternative arrangements can be made.

NOTICE

FKDA requires 6 weeks notice (half a term) for any student leaving the school. If notice has not been received, the normal fees and late payment penalties will apply.

RESPONSIBILITIES

1. Please note that FKDA is only responsible for students whilst in the dance studio/area during their class time. Students are welcome to wait in the changing area, but we cannot take any responsibility for incidents occurring outside of class.
2. Whilst we try to maintain a high level of security, FKDA is not responsible for any damage, loss or theft of personal property on its premises. Please note that this includes motor vehicles parked outside.
3. Please make sure that FKDA staff are aware if your child is being collected by someone other than the usual parent/guardian, or if you have given your permission for your child to leave the building unaccompanied.
4. Dance tuition often involves physical contact with students. FKDA asks parents/guardians to accept this as a condition of teaching your child.
5. Teamwork, cooperation, discipline and a willingness to learn are fundamental to successful dance teaching. FKDA reserves the right to exclude a student from classes if their behaviour threatens to disrupt the learning process.
6. Timetable changes are sometimes necessary (on either a temporary or permanent basis). FKDA will inform students as soon as possible of any changes to class times or days.

YOUR CHILD

The well-being of students attending FKDA is of paramount importance to us.

1. Please notify the class teacher of any illness or injury. FKDA teachers will use their discretion as to whether a student is fit enough to dance.
2. FKDA will notify the parent/guardian of any injury or incident that occurs during a dance class.
3. FKDA must be notified of any ongoing medical conditions or history of illness on the student enrolment form. Please keep us informed of any changes to an ongoing medical condition.
4. Please make sure that your contact details are up-to-date at all times, particularly mobile numbers and email addresses.
5. If a parent/guardian cannot be contacted in the event of an emergency, FKDA will act “in loco parentis” and call an ambulance unless we have received specific advice to the contrary.
6. Correct uniform and footwear, tidy hair and lack of jewellery are essential for the safety of all students participating in a dance class.
7. Dancing is a strenuous physical activity – please make sure that your child has sufficient food and drink to sustain them for their class duration, particularly when coming straight from school.
8. Examination entries are entirely at the discretion of the principal.
9. Festival entries are by invitation of the principal.