

# Terms & Conditions – Levings School of Dance (LSOD)

Before reading the Terms and Conditions below we wish to make a very important point. We do understand that it can be hard to pay fees by the due date and we wish to let you know that we are sympathetic and not unreasonable. Please do not hesitate to contact us if you cannot make the deadline, as we are happy to help you set up regular payments if you cannot pay the term fees all at once. In the past a very high number of fees have been paid late and a lot of administration time has been spent on chasing up payments. The most important point is that if you need more time to pay the fees then please **communicate** with us before we contact you. It makes all the difference. The policies below apply where fees become overdue and there has been no communication with us, and no payment arrangement agreed to.

## **i) Fees**

1. Fees are payable by the due date as set out on your invoice, which is the last day of the fourth week of the applicable term.
2. Tuition Fees cover eight weeks per term. Our term fee structure therefore allows for sickness, public holidays and unforeseen circumstances, as most school terms are 9 or 10 weeks long.
3. New students are welcome to treat their first lesson as a trial. If they do not continue after one lesson, then there will be no charge. If they continue to attend lessons, then the first lesson is treated as a paid lesson and is covered by the term fee.
4. A term fee that is not by the due date may result in an Administration Charge of \$30.00 being charged at our discretion.
5. Our term fees have a sibling discount. (5% for 2 siblings & 10% for 3 or more siblings)
7. We strongly advise against making payments in cash. We accept no responsibility for any cash that may go astray, in spite of our best endeavors to ensure that this does not happen.
8. Any collection and legal costs expended in enforcing payment of an overdue account will be charged.
9. If a term fee, or part thereof, remains unpaid as at the first day of a new term then we reserve the right to exclude the pupil concerned from all classes until all overdue fees are paid.

## **ii) Refund Policy**

1. After the commencement of attendance at classes, no refund will be given to students except in rare and exceptional circumstances.
2. Due to our full timetable and limited availability of teachers and studios, it is not possible to make up lessons missed due to public holidays.

## **iii) Withdrawing from Classes**

Please read the following to make sure you do not incur any unnecessary charges. Please also understand that some classes have waiting lists and small classes may not be viable to continue if numbers get too low so we need to be in a position to make adjustments to classes and the timetable, if necessary, before a new term starts:

1. If a student wishes to cease attending their lessons after attending one or more classes then this must be advised in writing by email, giving at least two weeks' notice. (This does not apply to new students who attend one class and then decide not to continue).
2. If you withdraw from classes by the end of the current term you will not be charged any of the following term's fees
3. If you advise us that you have withdrawn from classes, but you advise us after the new term has started, then you may be charged 50% of that term's fees.
4. For existing students once your child has attended one class in the new term, and then withdraws from classes, you may still be liable to be charged the full term's fees.

## **iv) Health, Safety, Injury and Medical Conditions**

1. LSOD is not liable for personal injury sustained or any loss or damage to personal property, whilst on the premises.
2. Levings School of Dance will aim to provide a safe learning environment to reduce the risk of injury. It should be recognized by all students, parents and guardians that dance by its very nature carries a risk of injury or accident.
3. Levings School of Dance provides qualified and experienced teachers who actively promote safe dance practices.
4. Prior to the commencement of class, it is the student's and/or parent's/guardian's responsibility to inform their teacher of any injury which is being treated or may be of concern. If you have any doubt, please consult your physician.
5. A first aid kit is available to any student through their teacher. We do not provide anyone with Panadol or equivalent, unless we have permission from the parent or guardian.
6. Students are under supervision whilst in class time only. While we endeavor to provide a safe environment, teachers and staff cannot be responsible for students outside their allocated class time.
7. **Please contact us if you do not wish for your child(ren) to be in any photos or videos for promotional purposes on our website or Facebook page.**

Students are not to take classes in a dance genre at another Dance School if they are currently enrolled in that genre at LSOD.

**By signing enrollment form, you are agreeing to the above terms and conditions.**