

**Terms and Conditions**

1. Once a student is enrolled in a class, it is not necessary to re-register each term; it is assumed that pupils will continue their Turning Pointe lessons the following term unless written notice is given in accordance with clause 10.

2. A termly fee is charged for each class a pupil is enrolled in.

3. Fees are payable by monthly direct debit, with each term split into three or four monthly payments as follows:

Autumn term: payments will be taken on/around 5th September, October, November and December

Spring term: payments will be taken on/around 5th January, February, March and April

Summer term: payments will be taken on/around 5th May, June and July (no payment in August)

If a student enrols part way through a term, we will pro-rata the fees and they will be spread over fewer monthly payments for the first term.

4. Payments for deposits, exam fees, holiday workshops, private lessons and other one-off payments should be made by bank transfer We do not accept cash, cheques or credit/debit card payments.

5. In the event of non-payment of fees, a reminder invoice will be sent. If payment is not made after the reminder invoice, we reserve the right to refuse to allow a pupil to return to classes, unless a payment plan has been put in place with agreement of the Principal.

6. Fees will only be pro rata when a pupil starts part-way through a term.

7. Refunds will not be given for non-attendance. Where a suitable make-up class is available, pupils are welcome to request attendance via the School Office Manager.

8. If a pupil is unable to attend their classes for a consecutive period of 4 weeks or more due to illness or injury, then a credit may be applied to the following term’s invoice, but a refund will not be issued. We reserve the right to ask for medical evidence before applying such a credit.

9. If a class is cancelled due to the sickness of the teacher, a health epidemic or any other unforeseen event, we will try to reschedule the class. This may be on a different day and time from when the class was originally scheduled, might involve an extension to the term dates and may be scheduled as an online class in exceptional circumstances. Where it is not possible to reschedule a class, we will apply a credit to the following term’s invoice.

10. Six weeks’ notice to withdraw a pupil from a class must be given in writing to either the Principal or School Office Manager, otherwise six weeks’ fees will be payable in lieu of notice. This notice period is in place in order to enable us to book our teachers and venues for the following term based on the number of expected children in each class. Late cancellation of classes causes a number of difficulties and can mean that we have to disappoint other students.

11. Decisions about a pupil’s suitability for a particular class and whether a pupil is ready to be entered for an examination are reserved for the class teacher based on their professional judgment and assessment of a pupil’s progress. Parents will be notified by email if their child is ready to be entered for an examination.

12. An additional weekly coaching class (or intensive coaching sessions) will be required in the term leading up to examinations. Attendance at this class and the normal weekly class is vital. There is the option of RAD Class Awards for those unable to attend the weekly coaching class.