



## **Terms and Conditions**

### **Fees and refunds**

1. A fee is charged for each class enrolled in per term.
2. Students are expected to attend all classes, and an invoice will be raised for the whole term.
3. Fees will only be pro rata when a new student starts after a term has begun.
4. An invoice for students who enrol during the year will be issued to enable payment immediately.
5. Refunds will not be given for non-attendance.
6. Refunds will not be given where a class has to be cancelled and rescheduled.
7. Fees are currently exempt from VAT.

### **Payment**

8. Invoices must be settled by the payment date stated on the invoice; or prior to starting classes following confirmation after a trial/where a student has enrolled during the year. Failure to pay in line with these terms will result in the student being excluded from classes until full payment is received.
9. New students should pay using the invoice that will be sent to the email address provided upon full enrolment after the trial session.
10. Payment can be made online by bank transfer to:

HSBC  
Sort Code: 40-07-04  
Account Number: 82356651  
Account Name: BE.DANCE LLP

For bank transfers please use your child's surname as a reference.

11. BE.Dance will accept cash or cheque. All payments must be made BE.Dance LLP and sent to 175 Seely Road, London SW17 9QX or given directly to the teacher.
12. If an invoice has not been paid at the start of term or upon enrolment in accordance with the student will not be admitted to any classes until it has been paid in full.
13. Once enrolled or attending class after a trial session, the full term's fees must be paid.
14. BE.Dance reserves the right at any time during the term to ask students to leave a class if any fees remain outstanding after the start of term.

### **Register, attendance and absence**

15. A register for each class is maintained by the teacher and records student attendance for the purposes of safety and security.
16. If a class is cancelled due to the sickness of the teacher, a health epidemic, COVID-19, or any other unforeseen event, then we will try to reschedule the class or host

the class online. This may be on a different day and time from when originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.

### **Late Payment**

17. The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
18. BE.Dance LLP reserves the right to charge a late payment fee if an invoice remains unpaid after the first class of a new term.

### **Right to attend, change classes, withdrawal and termination of attendance**

19. If your child attends any classes during the term, you are liable to pay for the full term's invoice.
20. Change of class requests and additional class requests are to be made by emailing [becca@bedance.co.uk](mailto:becca@bedance.co.uk). Students must not change to another class without written confirmation from the BE.Dance team.
21. Students who are permanently enrolled are automatically re-enrolled each term unless formal written notification of withdrawal or change of class has been made.
22. If students wish to withdraw from classes, they are required to give written notice.

### **Permissions (Medical & Photographic consent)**

23. Medical: Parents are required to give permission (for any students under 18) for an authorised BE.Dance First aider to give any immediate and/or necessary first aid treatment. This includes any emergency medical treatment recommended by competent authorities including emergency medical staff.
24. Photographic: Upon registration parents are asked to opt in or opt out of photographic consent for their child/ward. Summer shows are filmed and require consent.

### **Discounts**

25. Where two or more siblings attend class at BE.Dance, a 10% sibling discount will be offered on all classes in which they are enrolled. The discount will be automatically applied on each terms invoice.
26. In the event of one of the sibling leaving during a term, the discount will not apply at the start of the next term if only one sibling remains.

### **Waiver**

27. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter, please contact the Directors of BE.Dance LLP.

### **Communication and correspondence**

28. Any communication regarding students, classes or information related to BE.Dance LLP can only be sent to the primary account holder.
29. The primary account holder may only be changed upon receipt of written notification from the primary account holder.

30. BE.Dance LLP cannot be held responsible for any delay or non-receipt of correspondence due to server downtime, incorrect contact details provided at the time of enrolment, or any other circumstances outside its control.

### **Code of Conduct**

31. A Code of Conduct can be found on the BE.Dance website. Failure to observe this may result in students being asked to leave. BE.Dance LLP reserves the right to refuse any student prior to or after enrolment. No refund will be given if the Code of Conduct has been invoked.

### **Content**

32. BE.Dance LLP reserves the right to alter the advertised programme and teachers without prior notice. The information in this and any other printed or electronic timetable/information pack/notice was correct at the time of publication.

### **Data Protection**

33. BE.Dance LLP is committed to protecting and respecting your privacy. We only use personal information if we have an appropriate reason (lawful basis) to do so and this includes sharing information outside BE.Dance LLP.
34. We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We hold your personal information on our systems for only as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.
35. Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. In all other instances we would only share your information with another party, if you have given your explicit permission to do so.
36. BE.Dance LLP Privacy Notice can be found on the website at: [www.bedance.co.uk](http://www.bedance.co.uk)

### **Changes to the terms and conditions**

37. BE.Dance LLP reserves the right to change these terms and conditions at any time for the benefit of the business, staff or participants.

### **Agreement to the terms and conditions**

38. Customers (parents, guardians and students) are required to acknowledge their acceptance of the terms and conditions for each student enrolled by checking the relevant box during online application or when requested to update their details using the customer portal.
39. The terms and conditions must be accepted in order to enrol in classes BE.Dance LLP.