

Term & Conditions

1. Bookings

- a) All bookings will be dealt with in order of receipt.
- b) The payment is to be made in full at time of invoice, and will be confirmation of your child's place at the school.
- c) Re-occurring late payments will incur a penalty charge. If the payment has not been received before the first date of the new term, your child will not be allowed to participate until payment is made.
- d) Acknowledgement of your booking will be sent on receipt of payment.

2. Cancellation of a course or class

- a). Courses/classes may be cancelled by the Afonso School of Performing Arts if they fail to attract a viable number of participants, or if the teacher is sick, injured or unavailable. Full refunds of tuition fees will be made in these circumstances for the remaining classes in that period.
- b). If a class is cancelled due to bad weather, no refund will be given. This will only happen in extreme circumstances.

3. Withdrawals and refunds

3.1 Tuition fees

- a) A full 6 week's notice of cancellation must be given before each new term or you will incur a fine of 50% of the total fees for the following term. This includes cancellation of individual classes.
- b) Once the due date has arrived and payment has been received, there will be no refunds for withdrawals. Reasons for withdrawals can include injury/illness, homesickness, personal or family reasons inter alia.
- c) If it has been agreed by the Principal that you can pay in installments, the full amount must be paid by the date agreed, and all of the stated terms and conditions apply to you. If your child decides to cancel a class mid-term, the full amount must still be paid, whether or not classes are attended. **It is not a pay-as-you-go option.**

3.2 Notice of Withdrawal

Notification of withdrawal must be put in writing, after which acknowledgement will be issued. Refunds will be based on the date of receipt of withdrawal notification. Date of receipt will be the date on which the email or letter is received by the Principal. The Afonso School of Performing Arts takes no responsibility for non-receipt of email or postage notifications.

4. Change of teacher

There may be a change of teacher at any point during the term. Either to cover the regular teacher in times of illness, holiday or personal reasons. Or at times, to replace the previous teacher altogether. This is at the discretion of the Principal.

5. Use of photographs and videos

Videos or photos may be taken during class times and performances, and may be used for promotional and marketing use. If you would like your child withdrawn from this clause, please send a written, signed declaration.

6. Attendance

Each child attending lessons at the Afonso School of Performing Arts must show excellent attendance. The principal must be notified of an absence, with good reason. Failure to do so may lead to the child being unable to be entered into examinations and/or performances/competitions.

6. Uniform

All children must wear the correct uniform, as shown on our website, or suggested by the Principal, after the settling in period of 3 weeks. Uniform must be ordered through the principal by simply e-mailing afonso_schoolofperformingarts@hotmail.com

7. Examinations, competitions and performances

a). Examinations, competitions and performances are not compulsory, yet if your child has been invited to participate, and you accept, you are to show full attendance and will be expected to attend and pay for additional classes in this subject leading up to the exam, competition or performance date. You will be notified of these extra lessons with reasonable notice. Failure to attend may lead to your child not participating in the event.

b) Members of the competition team cannot attend other dance schools for additional training unless authorised by the Principal. Failure to comply may lead to them being removed from the team.

8. Unlimited Package

a). The classes included on this package can change through the year at the discretion of the Principal. Pupils on this package must agree to only attend dance classes at the Afonso School of Performing Arts, unless previously agreed by the Principal.

b). If a class in the package is cancelled, you will not be refunded any monies, unless the total weekly cost of the lessons attended is less than the £30 per week fee. In this case you will be refunded the difference.

9. Behavior

We expect all children and parents to respect one another, our members of staff and volunteers. Bullying and/or abusive language or behavior will not be tolerated and may lead to your child being expelled. In this circumstance, no refund will be given.

10. Acceptance of these terms

Your payment, and your child's attendance of the classes, act as your acceptance of the terms and conditions stated above. It is your responsibility to regularly check the terms and conditions, as they may alter from time to time. We advise you read the term and conditions before each new termly payment.

Last update: 12/12/2016