

# Terms and Conditions

## **Main dance school terms and conditions for students enrolled in classes at LB Dance.**

### **Fees, deposits and refunds**

1. A fee is charged for each class enrolled per term.
2. Participants enrol for termly classes and these fees must be paid online prior to the term commencing.
3. We do not offer free taster sessions but trials can be booked through the online shop. If the student decides to enrol following the trial, full payment for the remainder of the term must be made before the next class.
4. Fees will only be pro rata when a participant starts part-way through a term.
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**

7. Payment is made prior to starting classes.
8. All fees must be paid online via the online invoice sent by email.
9. LB Dance no longer accepts cash or cheque for term fees.
10. If payment is not received prior to classes commencing, we cannot guarantee your place for the term.

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

11. A register for each class is maintained by the teacher and for the purposes of safety and security.
12. 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, and might involve an extension to the term time dates. No refunds will be given in this case.

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### **Late Payment**

14. The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
15. LB Dance reserves the right to charge interest for any unpaid fees.

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

16. If an invoice has not been paid upon the term commencing, the participant will not be admitted to any classes until fees have been paid in full.
17. LB Dance reserves the right at any time during the term to ask participants to leave a class if any fees remain outstanding after the start of term.
18. Where students are enrolled in LB Dance classes, they will be automatically enrolled each term unless we have been notified of withdrawal.
19. Change of class requests may be sent to [Info@LBDance.co.uk](mailto:Info@LBDance.co.uk). These requests will be reviewed by a teacher and you will be contacted to confirm or discuss options.
20. We will evaluate whether students are ready to move up to the next level of class every September. You will be contacted if we would like your child to move classes.

## Permissions

21. Photographic: Upon application, participants are asked to opt in or opt out of photographic consent.

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## Waiver

24. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter, please contact the Dance School Manager.

## Code of Conduct

25. A Code of Conduct for participants is available to view on the website. Failure to observe this may result in participants being asked to leave. LB Dance reserves the right to refuse any participant prior to or after enrolment. No refund will be given if the Code of Conduct has been invoked.

## Content

26. LB Dance reserves the right to alter the advertised programme and faculty without prior notice. The information in this and any other printed or electronic brochure/notice was correct at the time of publication.

## Data Protection

27. LB Dance 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 LB Dance.
28. 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.
29. 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.

## Changes to the terms and conditions

33. LB Dance 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

34. Customers are required to acknowledge their acceptance of the terms and conditions by checking the relevant box during online enrolment.
35. The terms and conditions must be accepted in order to enrol in classes at LB Dance. Applications cannot be submitted until the acceptance box has been checked

## LB Dance

### Albion Works

### Havannah Street

### Congleton

### Cheshire

### CW12 2AQ