



Terms and Conditions

Membership

Parents/guardians of pupils at The Drama Service are required to complete a Registration Form detailing their child's contacts, medical history, performance education and particular needs. They are also asked to confirm whether or not they give permission for photographs to be taken of their child and used as part of the work of The Drama Service. Completion of the Registration Form constitutes a legally binding contract between The Academy and the parent/guardian. It is the parent's responsibility to inform us of any changes in details **immediately as they arise**.

If parents/guardians wish to discontinue tuition, they are obliged to give **a half term's term-time notice in writing** to The Drama Service or pay a half term's fees in lieu. Notice cannot be given retrospectively, and you are obliged to pay up until the date notice is given. If you do not write to us, it will be assumed that tuition should continue as normal, and you will continue to be charged. Please note that if a Registration Form is not completed, we are not insured to take care of your child and therefore will be unable to teach them.

Fees must be paid by the second week of each term or half-term, failing which we reserve the right to withhold tuition. Consistently missing payments will result in you forfeiting your right to any discounts added to your fees, at which point the **full balance** will be payable. Certificates, or other awards, may also be withheld.

If monies are paid to us by cheque, and the cheques are returned unpaid to us, you will be liable for any accompanying bank charges. If payments fail to clear/are missed, The Academy reserves the right to charge a monthly late payment fee of 10% of the debt outstanding. It is your responsibility to make alternative arrangements with us if you are unable to pay, and by communicating with us you will exempt yourself from this administrative fee.

Parents must alert The Drama Service to any pre-booked holidays (before tuition commences) in writing. Any holidays booked after enrolment will not result in reductions in fees. Unless prior arrangement is made, **all missed sessions are chargeable.**

We may record telephone conversations for training and monitoring purposes without further reminder.

If, for any reason, your child is suspended from class, we will continue to charge you fees for their missed weeks, until we feel it is appropriate for them to return to class. If they are excluded, we will charge until the end of the half term. Suspension and/or exclusion is completely at our discretion. If you are unhappy with our decision, you may discuss it with us, however we are under no obligation to teach any student we deem to be disruptive to our classes and other students' welfare and wellbeing. Each incident will be dealt with on an individual basis.

Friend for Free

Each new pupil that joins The Drama Service following a Friend for Free day must enlist and pay for a minimum of one term. The new student and their friend are then both eligible for a discount off that term's tuition fees, and any subsequent term's fees. This discount is non-transferrable and will only be applied for the duration that the Friend and the original student attend class.

We reserve the right to update these terms and conditions as and when it deems modifications necessary. By completing a registration form, and/or your child attending tuition, you are agreeing to abide by our updated terms and conditions. We recommend that you check these terms regularly for updates. Copies in printed format are available upon request.