

# Debut Dance Academy

## Admissions and Fees Policy

Debut Dance Academy is a dance and drama club which provides performing arts tuition to children between the ages of 4 and 16.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

### Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- Details of the **Timetable and Fees**
- Registration form, Terms & Conditions, photo permission form

If a place is available, the parents and child will be invited to visit DDA for a free trial. The child will be able to attend the class as soon as the completed forms are received.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

### Booking procedure

Parents must complete the necessary paperwork, ie registration, photo permission forms, before their children can attend the class.

Once booked, if a child does not attend for any reason, you will still be charged for this class. If you wish to cancel altogether, three weeks' notice in writing is required.

### Fee structure

- Fees are payable half-termly in advance
- Fees can be paid by bank transfer or cash
- Fees are charged for booked sessions whether the child attends or not
- We offer a 10% discount for siblings attending DDA at the same time

### Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to the Principal.

If fees are not paid, DDA will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the principal as soon as possible.

Where there is no explanation for repeated late payment, the Principal will contact the parents or carers to discuss payment options. DDA may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at Debut Dance Academy being withdrawn.

If the fees remain unpaid after all the above options have been explored, DDA have the right to cancel the child's place.

This policy was adopted by Debut Dance Academy	Date: 25 <sup>th</sup> July 2022
To be reviewed: July 2023	Signed: <a href="#">S Higham</a>