

## TERMS AND CONDITIONS

Please read these Terms and Conditions carefully. By completing a Class Enrolment Form, a Course/Workshop Booking Form or booking and attending a Private Lesson, you are agreeing to these Terms and Condition and accepting them on behalf of your child. "DSDC", "we" or "us" refers to De Souza Dance Centre. "The Principal" refers to Jo De Souza.

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### GENERAL RULES OF ATTENDANCE

#### Enrolment

- Students/Guardians must complete an enrolment form.
- For children registered with other schools and teachers, please discuss this requirement with the Principal prior to enrolment.

#### Medical Disclosure

- Any relevant medical information must be disclosed before attending the first class in writing. Any subsequent medical concerns or injuries must be reported to the Principal prior to the commencement of a class.

#### Class Withdrawal

- Should you wish to withdraw your child from a class, we require **one full term's notice** in writing, or **one full term's payment** in lieu of notice.

#### Attendance/Absenteeism

- If a class is missed due to illness or prior commitments, please inform the Principal as soon as possible. A refund or deduction in fees will not be offered.
- Persistent absence may prevent your child from progressing with other members of the class. We reserve the right to change the level of study if deemed necessary and will discuss this with you if required.

### PROFESSIONAL ETIQUETTE

#### Studio Entry

- Students must not enter the studio until invited by the Principal.
- Students should arrive no more than **5 mins prior to the start of the class** time as classes run back-to-back.
- Students should therefore arrive **under-changed** to start promptly.
- Should your class be the first class of the day, it is still a requirement you should not arrive more than 5 minutes prior to your start time as the studio will be in use for vital class preparation.
- Please leave promptly after the completion of your class to prevent other students having to wait.
- Students cannot arrive at the studio early or remain after their class unless by prior arrangement as the Principal can only be responsible for children during their allocated class time.

#### Parental Viewing

- Parents are not permitted to enter the studio during classes. Parents may be invited to view a class at the end of each term.

#### Uniform

- Students are expected to wear the correct uniform to all group classes.
- All girls to have hair in a classical bun with a hair net and be neatly groomed.
- For all courses and private tuition, your own appropriate dance attire will be accepted.
- This includes branded warm up clothing.

- No jewellery to be worn (necklaces, watches, bracelets). Small studs only.

### Conduct

- Students are expected to always conduct themselves in a polite and professional manner. Unacceptable behaviour will result in a warning and potential expulsion.
- Parents are expected to conduct themselves in a polite and respectful manner with the Principal, students and other parents. Should the Principal witness or experience any unacceptable behaviour or language, the Principal reserves the right to ask the parent and/or the student, to no longer attend the school.

### Video, Photography & Social Media

- DSDC is invested into doing everything possible to ensure that your children succeed in their ambitions. Therefore, DSDC would love to share photographs and videos of your children's successes, on the website and on the school's social media. By agreeing to these terms, you are confirming permission for DSDC do so.
- If you do not wish for images to be used this should be indicated to the Principal in writing.
- Photography and recording in class are prohibited, unless authorised by the Principal.
- All phones and recording devices must be **completely switched off** in class.

### Teaching Etiquette

- Students attending DSDC classes, whether group or private and including Associates, who attend another ballet school or have an *existing* regular ballet teacher **must seek prior approval from their current ballet school and teacher.**
- The DSDC Principal must **also be informed if students are training elsewhere.**
- This is to ensure no professional boundaries are being crossed between teachers and schools, and there is mutual respect, trust, and transparency in relation to training with multiple teachers.
- DSDC **reserves the right to seek confirmation** from a student's existing ballet school/teacher if there is doubt that approval/permission has been sought.
- In some instances, written approval via email must be provided to DSDC of this permission.

## PAYMENT TERMS

### Payment Methods

- Payments can be made via bank transfer or by cash. Please contact Jo De Souza for bank details. For all fees paid by bank transfer, please use the student's name as a reference for the payment and inform Jo De Souza once payments have been made.

### Fees and Late Payments

- Fees are payable termly in advance in full and the date specified by the Principal prior to the start of term.
- Failure to do this may result in your child losing their place.
- If there are any problems making payment you must contact us immediately.
- An administration fee of £10 is applicable on late payments. Refunds are only given in exceptional circumstances and at the management's discretion.
- Late payments will incur a charge of **12% of the invoice total per month** in line with [UK Government guidance](#)

### Class Cancellation by DSDC

- Should we need to cancel a class, we will, where possible, offer an alternative date and/or venue. Should this be unacceptable, then a whole or part refund will be offered at the discretion of the Principal.

## GROUP CLASSES

### Includes Junior/Senior and DSDC Associates Programme

The De Souza Dance Centre provides excellent quality ballet training, tuition, and coaching for students of all ages, abilities, and fitness levels including vocational level training.

### Fees & Booking

- Fees are payable termly in advance. All fees are to be paid in full and by the date specified by the Principal; prior to the start of term. Failure to do this may result in your child losing their place. If there are any problems making payment you must contact us immediately.

### Cancellation

- Should you wish to cancel classes, we require **one full term's notice in writing**, or **one full term's payment** in lieu of notice.

### Parent Viewing

- Parents are not permitted to stay in the studio during classes. Parents may be invited to view the class at the end of each term.

## PRIVATE TUITION CLASSES

Private classes are offered at the discretion of the Principal for students to get additional support to prepare for important auditions, work on technique and extra exam preparation. There is a waiting list for private classes which are in high demand, particularly at certain times of the year and priority is given to JDSDS students.

### Fees & Booking

- All private classes are to be **paid in advance within 7 days** of the class. Future classes will not be guaranteed if payments are not received.

### Terms

- Private classes can be withdrawn without notice if the Principal finds a student is either not taking the class seriously, or if the private class is cancelled more than once without explanation.
- Regular private classes are only given to students **not trained privately elsewhere**. This is to ensure consistency of training.

### Cancellation

- Should you need to cancel a private lesson, please inform us as soon as possible.
- **A 50% fee** will be applied to cover the costs incurred by the Principal for each hour cancelled.
- For private classes cancelled within the 24 hours preceding the class, **the full hourly fee will be due**.
- Students or parents are *not* permitted to provide substitute students or family members for private classes to avoid the cancellation fee.
- Private classes are sought after, and it is at the discretion of the Principal to offer or not offer the place to an alternative student.
- The cancellation fee will still apply, even if a replacement is found.



## COURSES AND WORKSHOPS

Refer to Group Classes for Junior/Senior and De Souza Associates programmes

### Booking

- The course fee together with a completed Course Booking Form must be submitted to secure your place. Until your payment is received, we will not be able to guarantee your child's place on the course.

### Cancellation

- Should you need to cancel your place, please inform us as soon as possible. Refunds are only given in exceptional circumstances and at the Principal's discretion.

### Parent Viewing

- Parents are not permitted to stay in the studio during courses and workshops. Parents may be invited to view the last few minutes of some workshops and will be informed by the Principal if this is the case.

## YOUR DETAILS [PLEASE COMPLETE]

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Name of Child:

Date:

Signature of Parent or Guardian:

Print Name:

Relationship to Child:

I confirm I have read and understood the Terms & Conditions

Please print and return this document to Jo de Souza or email to: [desouzadancecentre@gmail.com](mailto:desouzadancecentre@gmail.com)

**NOTE:** The studio address below is not a postal address. Please contact Jo de Souza if you wish to submit forms or payment by post.

*Updated July 2023*