



Pupil Registration Form

Section 1 (To be completed by parent/guardian)

Parent's Name:.....

Address:.....

.....Postcode:.....

Telephone: Home:.....Mobile.....

Email address:.....

Pupil's name:..... Date of Birth...../...../.....

Please specify any medical conditions staff at Whiteside's School of Dance should be aware of:

Section 2 (to be completed by parent and to be confirmed by the Principal)

Classes required <i>Please tick</i>	Previous school <i>Please advise standard reached</i>	Date pupil will join the school:
Ballet		
Modern		
Tap		
Street		
I have read the WSOD terms & conditions for attendance at WSOD (see below)		

PLEASE NOTE: A TERM'S NOTICE IS REQUIRED WHEN GIVING UP A CLASS. There is no enrolment fee.

Please complete this part of the form & return via info@whitesidesschoolofdance.co.uk

Section 3

TERMS OF PAYMENT

- The very first lesson at WSOD is free. Fees (week 2 onwards) fall due on week 3 for the term.
- Tuition fees are due on a termly basis.
- Please remember fees remaining unpaid after the last day of term will be subject to a 5% interest charge.
- The easiest and preferred way to pay is online.
- Please ensure that cash payments are always sealed within an envelope, with name on the outside and the invoice, so that it can be receipted.
- Please make cheques payable to S Whiteside.
- For pupils in Primary and above a term's notice (8 weeks prior to the commencement of the following term) is required when giving up a class or classes.
- WSOD cannot be held responsible or liable for any cancellations, loss, injury or damage to persons or belongings.

Please note: occasionally arrangements can be made to pay fees monthly or weekly.

Contact Sarah on 01293 454542 or by email info@whitesidesschoolofdance.co.uk for more information.

Section 4

TERMS AND CONDITIONS

1) PAYMENT

- a) Invoices for Timetabled classes are distributed in class at the end of each term for the following term.
- b) Payments can be made by cash, bank giro credit, BACS direct credit, standing order or cheque.
- c) Any cheques returned unpaid will incur a £10.00 handling charge.
- d) WSOD reserves the right to refuse payment by cheque if this form of payment has been abused in the past.
- e) All Accounts must be settled by the last day of term. This is a settlement period of approximately 90 days.
- f) Accounts unsettled by the last day of term will have a 5% Surcharge added to them.
- g) We reserve the right to suspend your child's classes and withhold examination results until any overdue payments have been received.
- h) Statements are available at any time by contacting the Principal.
- i) Statements on unsettled accounts are given out in class during the term.

2) UNIFORM

- a) Correct ISTD regulation uniform must be worn for ballet and modern classes. The uniform is all available from the Principal. No refunds are offered for children who decide not to continue with dance.
- b) Uniform is brought along to the second class of term and parents are able to buy what they require. Invoices for uniform must be settled within 7 days.
- c) For street and tap classes, appropriate clothing suitable for dance must be worn – ideally the WSOD T shirt & hoody. Tap shoes must be worn for tap classes. Split sole jazz shoes and tap shoes are available from *Fame* in Redhill.

3) DISCOUNTS

- a) A sibling discount will be applied to all younger siblings and will appear as a deduction on the bill. For this scheme the second or any subsequent child of a family attending WSOD will have £5 deducted from their bill. The first child is the child who attends the most classes.
- b) For children attending 3 classes a week there will be a 10% discount of the total bill.
- c) For children attending 4 or more classes, the third and subsequent classes will be charged at £32.00

4) CREDIT NOTES

- a) Credit notes are issued to cover circumstances such as cancelled classes or long term absence through injury or illness. All credit notes are deducted from the following term's bill, one term's notice for cessation of classes is essential if you are to receive the credit. If no notice or late notice is received then any credit will be lost.
- b) Fees are not waived in respect of family holidays, school trips, school exams or short term sickness or injury.
- c) Instances of long-term sickness or injury will be assessed on an individual basis.

5) EXAMINATIONS

- a) Invoices for examinations are distributed when the occasion arises.
- b) All examination invoices must be settled within 14 days of the invoice date as entry fees will already have been paid by WSOD on the Parent/ Guardian's behalf.
- c) Invoices unsettled after 28 days will be re-issued with a 5% surcharge added to them.
- d) All examination fees must be paid before the date of the examination.

9) EXAM PRACTICES

- a) Invoices for exam practices are distributed on an ad hoc basis. All exam practice invoices must be settled within 14 days of the invoice date.
- b) Invoices unsettled after 28 days will be re-issued with a 5% surcharge added to them.

10) TERMINATION OF CLASSES

- a) If a pupil wishes to give up a class WSOD must receive written notice 8 weeks prior to the commencement of the term for which notice is being given.
- b) Absence of notice or late notice for exceptional circumstances will be addressed on an individual basis.
- c) In the event of a pupil leaving WSOD with fees still outstanding, WSOD reserve the right to pursue recovery of the debt by all legal means including court action.

11) CANCELLATION OF CLASSES

- a) Occasionally it is necessary to temporarily change the venue of a class, or postpone it to a later date. Where this occurs WSOD will try to notify parents either by the hall notice board, website, phone or word of mouth.
- b) We reserve the right to cancel any classes any time up to and including the date the class starts. Should this occur we will endeavour to give you as much notice as possible via the facebook page, the website or phone/word of mouth and a credit note will be issued.

12) MISCELLANEOUS

- a) All teachers are qualified, CRB checked and insured. However, due to the nature of teaching performing arts, sometimes it is necessary to correct positions physically. This is always conducted with care and professionalism.
- b) Any changes to these Terms and Conditions will be announced on the facebook page, website and notice board at Centenary Hall.

13) WSOD LIABILITIES

- a) WSOD do not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form whether completed by you or the person in charge of your child at the time of enrolment.
- b) WSOD do not accept liability for personal injury to any child attending class, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.
- c) WSOD do not accept any responsibility for loss or damage to personal property.
- d) WSOD do not accept responsibility for any loss or expense due to circumstances beyond our control.
- e) WSOD is only responsible for pupils while they are in their class. Children cannot be supervised whilst they are outside class. Young children must be collected promptly at the end of their class.
- f) WSOD holds Public Liability Insurance.

14) RESPONSIBILITIES OF PARENT OR GUARDIAN

- a) These terms and conditions, and any enrolment forms you have signed, constitute an agreement between you and us in connection to classes or any services superseding any prior agreement.
- b) Attendance at class is deemed to be acceptance of the current Terms and Conditions.
- c) It is the responsibility of the Parent or Guardian to notify WSOD of any illness or injury that may affect the child's participation at class.
- d) It is the responsibility of the Parent or Guardian to ensure that we have the correct details for you and your child and keep us updated of any changes to health.
- e) It is the responsibility of the Parent or Guardian to regularly read the website information and/or the notice board in order to be fully aware of all upcoming events.
- f) In the event that we consider you to be in breach of these terms & conditions or that your child is disruptive to other pupils or staff, teachers or venue staff, we reserve the right to exclude your child from any activity within the school.
- g) Please retain all payment receipts as chequebook stubs are not proof of payment for classes. Where there is a dispute, if the Parent or Guardian cannot provide proof of payment, they must accept WSOD's records.
- h) WSOD hires the Centenary Hall, Smallfield for classes; therefore all WSOD staff, parents and pupils must be respectful to our neighbours and arrive & leave responsibly.
- i) Photographs and video footage of pupils taken by WSOD may be used on our website and for publicity purposes. If you do not wish your child's image used for these purposes you must inform us in writing.