



Terms and Conditions

By using this service you acknowledge to have read, understood and agreed to the terms and conditions outlined in this agreement. Any participation in this service will constitute acceptance of this agreement.

1. Fees and Payment

- 1.1 Fees are invoiced directly to the registered email address for your child/children before the term commences and are for the entirety of the term, in accordance with MACS Dance term dates.
- 1.2 These fees are made directly to the accounts department and must be paid within 21 days.
- 1.3 If payment is not received within the 21 day period an administration charge of £10.00 will be added to your account. If Fees are still outstanding after the term has ended, in accordance with MACS Dance term dates, an additional administrative charge of £25.00 will be added to your account.
- 1.4 Fees are non-refundable and cannot be carried forward to any subsequent term.
- 1.5 If you would like to arrange an alternative method of payment it will be at the discretion of the principal, please contact them directly hannahcmillan@macsdance.com

2. Cancellation of Classes

- 2.1 In the unlikely event a class must be cancelled by MACS Dance Ltd due to staff illness, staff personal emergencies or any other instances where MACS Dance are directly responsible, a credit for the class will be added to your account. If you would like a refund, please contact the office manager admin@macsdance.com
- 2.2 In any event that is beyond the control of MACS Dance which causes classes to be cancelled or not run at the scheduled times, the instructor and MACS Dance are not liable and refunds/credits to accounts will not be given. These include, but are not limited to the following:
 - a) Power Failure, Fire, Flood, Storms, Snow, Earthquakes, Industrial action, Civil Unrest, Acts of Terrorism, Disease, Acts of War, Government Action, or any other event that is beyond the control of MACS Dance.
- 2.3 If classes are cancelled due to an event beyond MACS Dance control as stated in clause 2.2a MACS Dance will endeavour to reschedule the class for another time/day or move/make up the class over zoom.

3. Notice

- 3.1 Your child's place is secure until written notice is given to the office manager. Written notice must be sent in writing to the office manager admin@macsdance.com should your child not wish to continue with their class/classes.
- 3.2 A full terms notice is required for every class.
- 3.3 There are no refunds for children who leave during the term if they no longer wish to participate in their class.

4. Timetable

- 4.1 The timetable for the subsequent term will be sent to you before the start of each term.
- 4.2 Any changes to your child/children's classes after the date outlined to you will incur a £10.00 administration fee being added to your account.
- 4.3 Any cancellation of classes after this date will still be liable for the full term's fees in accordance with MACS Dance notice period outlined in clause 3.1. 3.2. and 3.3.
- 4.4 MACS Dance has the right to alter the timetable and venue at any time should they be faced with the venue not being able to facilitate the classes.

5. Health and Safety

- 5.1 It is essential that the registration form is filled out with accuracy. If your child has any medical conditions or special educational needs, please ensure this is stated on the registration form.
- 5.2 Should any of your contact information provided to MACS Dance change it is your responsibility to let the office know in writing.
- 5.3 Should any medical conditions and/or special educational needs regarding your child change it is your responsibility to let the office know in writing.
- 5.4 Should any student have/obtain any injuries it is your responsibility to inform the office in writing, and the class teacher before the class commences.
- 5.5 Should your child need to take any medication and/or carry any medication with them whilst on site, including epi-pens and inhalers, you must let the office know in writing before the class starts. This must be done with appropriate time to ensure a procedure can be agreed with the principal, parent/guardian, and the class teacher. Medication is the full responsibility of the parent/guardian, or student if above the age of 18.
- 5.6 Your child must refrain from attending class if they have had any form of illness within 48 hours of the class.
- 5.7 MACS Dance cannot be held responsible for the safety of the students outside the studio at any venue. Students not of secondary school age should not be left unattended at any venue.

5.8 All students and parents/guardians are expected to be respectful of the venue and other people using the venue. They are expected to keep it tidy to avoid trip hazards and fire exits being blocked.

6. Physical Contact

6.1 Where appropriate teaching will sometimes involve physical contact from the instructor to ensure the students safe technical development and progression. This could also be used to ensure health and safe practice, particularly when learning and/or performing lifts in class. This will always be performed in a professional and appropriate manner.

7. Discrimination

7.1 Parents/guardians, children and staff must treat everyone with respect irrespective of their age, sex, marital status, sexuality, religion, religious belief, colour, race, ethnic or national origin or any disability which they may have. They must not bully, harass or otherwise unlawfully discriminate against any such persons.

8. Behaviour

8.1 MACS Dance has a zero-tolerance policy on violent or abusive behaviour from its students, parents/guardians, or staff. MACS Dance has the right to refuse a student to participate in any of its classes with immediate effect and without a refund if MACS Dance feel a student's or their parents/guardian's behaviour may cause any risk or danger to any teacher, student and/or parent/guardian. Please see MACS Dance Behaviour policy for more information www.macsdance.com/policies

9. Lost Property

9.1 Students are responsible for all their belongings they bring on site with them. MACS Dance accepts no responsibility for loss or damage to students' and/or parents'/guardians' personal possessions.

- a) If a teacher finds any personal possessions on site, they will endeavour to look after them and bring them to the owner's next class. Where this is not possible it will be left at reception in the venue it was found to be collected by the owner. MACS Dance hold no responsibility for the personal possessions it looks after or hands in to reception.

10. Examinations

10.1 Exam fees must be paid by the date given for your child to be entered for the examination and are non-refundable.

10.2 For further detail please see MACS Dance Examination Terms and Conditions, which will be sent to you should your child be invited to take an examination.

11. Performances

- 11.1 Performance fees must be paid by the date given for your child to participate and are non-refundable.
- 11.2 For further detail please see MACS Dance Performance Terms and Conditions, which will be sent to you should your child be invited to take part in a performance.

12. Festivals/School Trips

- 12.1 Festival or School Trip fees must be paid by the date given to secure your child's place and are non-refundable.
- 12.2 For further detail please see our Festivals/School Trips Terms and Conditions, which will be sent to you should your child be invited to take part in a festival and/or school trip.

13. Policies

- 13.1 All policies must be adhered to at all times when representing MACS Dance and/or participating in class. Please refer to the policies section on MACS Dance website for more information www.macsdance.com/policies
- 13.2 MACS Dance reserves the right to change these policies at any given time. Should they change MACS Dance will inform you.

14. Photography and Videography

- 14.1 Only if accepted on the Student Registration Form will appropriate photography and videography of your child be taken during your child's time with MACS Dance for publicity and marketing purposes. This could be during, but not limited to:

- a) Classes, Private Coaching, Exam Coaching, Examinations, Rehearsals, Performances, Festivals and School Trips.

These photographs and videos are for use in advertising and marketing, social media to include *Facebook* and *Instagram*, websites, leaflets, magazines, posters and/or flyers to promote MACS Dance.

- 14.2 Photography and videography of your child may also be taken during your child's time with MACS Dance to help students' safe technical development and progression. This could be during the times set out in clause 14.1a)
 - a) These photographs and videos could be used on private *WhatsApp* groups for appropriately aged students or sent to all parents of the class to help children practice at home. This will only be done if permission from the parent is granted from all students who are in the photograph and/or video.
 - b) Photographs and/or videos may also be taken of your child in class to help your child progress. Any such photograph and/or video will be viewed and immediately deleted.
- 14.3 Strictly no photography or videography must be taken by a parent/guardian to include any child/children other than their own whilst on site with MACS Dance without the

permission of the principal. The class teacher will inform you if photography and videography will be permitted at the beginning of any organised watching day.