



**Terms and Conditions**  
**Adult Classes**

**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 and payment are to be made when booking online on our website [www.macsdance.com](http://www.macsdance.com)  
MACS Dance will then direct you to our online booking system, powered through *Dancebiz* and followed by our online payment system, powered through *Stripe*. Payment will confirm your place in any class/course.
- 1.2 There will be no admittance to class/courses unless the payment has been paid in full prior to the class and/or course commencing.
- 1.3 Payments and fees for courses longer than 1 week are non-refundable and cannot be carried forward to any subsequent course.
- 1.4 Payments and fees for one-week drop-in classes are non-refundable. If more than 48 hours' notice is given in writing to the office manager [admin@macsdance.com](mailto:admin@macsdance.com) from the time the class was to start, then the participant can reschedule the class within the next 6-week period only. Please contact the office manager to find a suitable class available to you.
- 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](mailto: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 refund for the class will be given. Please allow 10-14 business days from the date of cancellation for this to be processed.
- 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. Missed Classes / Late Admittance**

- 3.1 Participants who have booked a one-off drop-in class may reschedule the class within a 6 week period if they provide MACS Dance with at least 48 hours' notice from the start time and date of the class they were due to attend. If notice is not given in writing to the office manager at [admin@macsdance.com](mailto:admin@macsdance.com) before this time, then rescheduling will not be possible.
- 3.2 Refunds and/or rescheduling will not be given for participants who have booked a longer course (more than 1 week) and leave during the course if they no longer wish to participate in their class, cannot attend a class or miss a class.
- 3.3 Participants who arrive more than 10 minutes late for their class will only be admitted at the discretion of the teacher.

### **4. Timetable**

- 4.1 The timetable for the course will be outlined online with the dates of each class before you purchase it. It is your job to check what class and dates/times you are booking.
- 4.2 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 your enrolment details for class are filled out with accuracy. If you have any medical conditions or special educational needs (SEN), please ensure they are stated when enrolling in a class/course. All SEN measures will be taken to encourage, nurture and facilitate an enjoyable dance experience for all. If your need is not acknowledged on the registration form, it prevents the company and class teacher supporting your requirements.
- 5.2 Should any of your contact information provided to MACS Dance change during your booked course it is your responsibility to let the office know in writing.
- 5.3 Should any medical conditions and/or special educational needs change during your booked course it is your responsibility to let the office know in writing.
- 5.4 Should you have/obtain any injuries during your course it is your responsibility to inform the office in writing, and the class teacher before the class commences.
- 5.5 Should you need to take any medication and/or carry any medication with you whilst on site, including epi-pens and inhalers, you must let the class teacher know before the class starts. Medication is the full responsibility of the participant and MACS Dance hold no liability for medication taken by a participant on site.
- 5.6 Please refrain from attending class if you 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 participants outside the studio at any venue.

5.8 All participants 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.

5.9 Friends/Family are not permitted to observe classes unless on a scheduled showcase day.

## **6. Clothing**

6.1 We advise hair to be tied back and no jewellery to be worn.

6.2 Please wear whatever you feel comfortable in, whether that be leggings or a leotard the choice is yours. We would advise you purchase ballet shoes if you are participating in an adult ballet class

## **7. Physical Contact**

7.1 Where appropriate teaching will sometimes involve physical contact from the instructor to ensure the participants safe technical development and progression. This could also be used to ensure health and safe practice. This will always be performed in a professional and appropriate manner.

## **8. Discrimination**

8.1 Participants, students, parents/guardians 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. Any such person who does not adhere to this will be asked to leave immediately and without a refund or rescheduling of their booked class/course.

## **9. Behaviour**

9.1 MACS Dance has a zero-tolerance policy on violent or abusive behaviour from its participants, students, parents/guardians, or staff. MACS Dance has the right to refuse a participant to participate in any of its classes with immediate effect and without a refund or rescheduling of and booked class/course if MACS Dance feel a participants behaviour may cause any risk or danger to any teacher, participant, student, child, and/or parent/guardian.

## **10. Lost Property**

10.1 Participants are responsible for all their belongings they bring on site with them. MACS Dance accepts no responsibility for loss or damage to Participants' 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.

## **11. Photography and Videography**

11.1 Only if accepted on the Enrolment Form will appropriate photography and videography be taken during your time with MACS Dance for publicity and marketing purposes. This could be during, but not limited to:

- a) Classes, Private Coaching, Rehearsals, Performances.

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.

11.2 Photography and videography may also be taken during your time with MACS Dance to help Participants' 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 to help participants practice at home. This will only be done if permission from everyone in the photograph and/or video is given.
- b) Photographs and/or videos may also be taken in class to help you progress. Any such photograph and/or video will be viewed and immediately deleted.

11.3 Strictly no photography or videography must be taken by any participant to include and 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/showcase.