



TERMS & CONDITIONS

1. Payment

- 1.1 Invoices for timetabled classes in the upcoming term are issued at the end of the previous term.
- 1.2 Payment is accepted via BACS or Standing Order only.
- 1.3 Payment for timetabled classes must be paid in full by the first day of term.
- 1.4 Payment of invoice for timetable classes within the first 7 days of issue will receive an early payment discount of 5%, which will be applied to the following term's invoice.
- 1.5 Accounts with any amount outstanding from the previous term will not qualify for any early payment discount.
- 1.6 We reserve the right to suspend your child's classes until the overdue payments have been received in full.
- 1.7 Lessons are not offered on a Pay As You Go basis. All classes must be paid for regardless of whether a student can attend.
- 1.8 Fees are not waived in respect of family holidays, school trips, school exams or short-term injury or sickness, including isolation due to suspected or confirmed cases of Covid-19.
- 1.9 Timetabled Classes are invoiced on a termly basis. In the event of commencing a class mid-term, then the fee will be pro rata.
- 1.10 VPA reserves the right to change fees or timetable with at least six weeks prior notice.
- 1.11 Any extra, chargeable items (such as yearly show-fees) will be added to the first appropriate monthly payment, with prior notice.

2. Credit notes

- 2.1 Credit Notes are only issued to cover circumstances such as Cancelled Classes or long-term absence through injury or illness.
- 2.2 In the event of a temporary local or national lockdown, VPA will endeavour to substitute affected classes with online content such as Zoom. No credit will be issued. Once the Lockdown is lifted, attended classes will revert once again, with any remaining credit being carried forward.

2.3 Instances of long-term sickness or injury will be addressed on an individual basis and a medical note may need to be provided.

3. Discount

3.1 Early payment discount (See 1.4 above)

3.2 Multiple Sibling Discount will be applied to all timetabled group classes and will appear as a deduction on the bill. For this scheme, the second or any subsequent child attending VPA will have 10% deducted from their bill. The first child is the child who attends the most classes.

4. Classes

4.1 Students should arrive promptly, correctly dressed and attend classes regularly.

4.2 Please inform your teacher of any injuries before class.

4.3 Physical contact from the teacher may be necessary when helping to demonstrate or correct.

4.4 It is important to drink fluids at regular intervals during physical exercise, students should bring water bottles.

4.5 During class, students that detract from the learning process and disrupt the class for other students is unacceptable. If a student is causing disruption, they may be asked to leave their class. VPA reserves the right to refuse entry to any class at our discretion.

5. Workshops

5.1 Workshops can be paid in full at the time of booking or within 48 hours of receiving invoice.

5.2 Any workshop cancellations must be made 14 working days prior to the workshop in order to receive a full refund. Any cancellations made after this date will not be entitled to a refund. In the event of a medical emergency/other emergency that falls after the deadline, exceptions may be made at the discretion of VPA.

5.3 VPA reserves the right to cancel workshops in the event of unforeseen circumstances.

6. Uniform

6.1 Following their free trial students are expected to wear the VPA uniform which includes; VPA t-shirt, VPA hoodie, black leggings and black jazz shoes/trainers.

6.2 Students must wear sensible clothing and footwear (closed toe) at all times.

7. Termination of classes

7.1 If a pupil wishes to give up a class, VPA must receive written notice 6 weeks prior to the commencement of the term for which notice is being given (or pay 6 weeks' notice in lieu).

7.2 In the event of a pupil leaving VPA with fees still outstanding, VPA reserves the right to pursue recovery of the debt by all legal means including court action.

8. Cancellation of classes

8.1 Occasionally, it is necessary to temporarily change the venue of a class or postpone it to a later date. Where this occurs, VPA will try to notify Parents either via email, phone, text, website, social media or word of mouth.

8.2 We reserve the right to cancel any classes anytime up to and including the date of the class starts. Should this occur, we will endeavour to give you as much notice as possible and a credit note will be issued, if applicable. (See 2 - Credit notes)

9. Photography/video

9.1 You hereby give VPA permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting your child named above, for any of the following uses:

- To be displayed on the website, www.varnhamperformingarts.co.uk
- For promotional use, including newsletters, leaflets, posters, banners
- For the general marketing of the school

No names will be published. If you do not wish to agree to this clause, or if at any time you wish photos to be deleted from our library, please contact VPA

9.2 Parents or students are NOT permitted to take photographs or videos inside our studios.

10. Miscellaneous

10.1 Teachers are qualified, DBS checked and insured. All teachers are fully aware of our child protection policy (which can be found on our website or supplied on request).

10.2 Any changes to these Terms and Conditions will be announced via email and on our website.

11. VPA Liabilities

11.1 VPA do not accept responsibilities 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 time of enrolment.

11.2 It is students' parent/guardians' responsibility to check that the information given to VPA is correct and to email info@varnhamperformingarts.co.uk immediately with any amendments or changes. 11.3

VPA does not accept responsibilities for loss or damage to personal property.

11.4 VPA does not accept any responsibility for any loss or expense due to circumstances beyond our control including transport, fire, weather, and other such actions.

11.5 VPA is only responsible for students while they are in their class. Children cannot be supervised whilst they are outside class.

11.6 VPA holds Public Liability Insurance.

12. Responsibilities of parent of guardian

12.1 These Terms and Conditions, and any enrolment forms you have signed and/or completed constitute an agreement between you and us in connection to classes or any services superseding any prior agreement.

12.2 Attendance at class is deemed to be acceptance of the current terms and conditions.

12.3 It is the responsibility of the parent or guardian to notify VPA of any illness or injury that may affect the child's participation in class.

12.4 It is the responsibility of the parent or Guardian to ensure that we have the correct contact details for you and your child, including relevant medical information, 2 x telephone emergency contact numbers, email and address and that you keep us updated of any changes to these.

12.5 It is the responsibility of the parent or Guardian to regularly read the website and emails in order to be fully aware of all upcoming events.

12.6 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 VPA.

12.7 Please retain all payment receipts. Where there is a dispute, if the Parent or Guardian cannot provide proof of payment, they must accept VPA's records.

12.8 VPA hire premises from Third Parties; therefore, all VPA Staff, Parents, Guardians and Pupils must abide by the codes of conduct as set out by those Third Parties.

12.9 Parents or Guardians must make themselves aware of all our policies. These are available on our website and are displayed at the venue.

12.10. VPA is only responsible for students while they are in class. It is the parent's responsibility to supervise their own children in the car parks at all our venues. VPA will endeavour to have an assistant (DBS checked if over 16 years of age) in all our classes for under 10's, to help supervise any children who may need the toilet. These assistants are not allowed to enter the toilet with a child, nor are VPA responsible for the supervision of any children outside of class, including going to the toilet. Wherever possible pupils should go to the toilet before attending class.

REVIEWED: 08/08/2025