**Enrolment Form**

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| Name of Student |  | |
| Home Address |  | |
| Pupil’s DOB |  | |
| Name of Parent/Guardian |  | |
| Home Telephone No.  (only used in an emergency) |  | Email: (required) |
| Mobile/Emergency contact |  | |
| Medical | Allergies, medicines required, etc | |
| Where did you hear about us? |  | |

By signing below I declare that the information given is correct and agree to inform the academy in writing should any of the information given changes. **I also agree to the Terms and Conditions of Ripon Dance Academy**, shown on the reverse of this form and displayed on the notice board at Hugh Ripley Hall.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS AND CONDITIONS OF RIPON DANCE ACADEMY**

* The following terms and conditions apply to all parents/guardians and students of the school and do so unless notified in writing otherwise.
* The school runs a 'pay for your place' policy. Any lessons missed by the student are non-refundable.
* All lessons cancelled by the school will be credited.
* Fees should be paid in advance by the date indicated on the fees invoice. Any late payments will attract a £5 late charge.
* Fees are non-refundable and not transferable to another student but may be transferred if your child wishes to change to a different dance class within the academy.
* The school normally closes for 4-6 weeks in the summer, 2 weeks for Christmas and 2 weeks at Easter. Fees are not charged for these holiday periods. The school normally runs through most bank holidays. Check the notice board for holiday notices or contact Miss Carole.
* **Half a terms notice** must be given **in writing** (please keep a copy) no later than two weeks after the beginning of that half term, if you wish to discontinue lessons at the end of that half term. If the school does not receive this in writing, fees will be applicable. Notice period is not applicable in the first half term of attendance or for preschool class.
* Any child needing to leave the classroom during their lesson time is the sole responsibility of the parent/guardian. Therefore it is at the discretion of the parent/guardian whether they leave the premises during their child’s lesson time.
* Students must be picked up from class at the end of their lesson by a parent/guardian, as the school accepts no responsibility for pupils after their class has finished.
* Students must behave in an appropriate way during class. Any unacceptable behaviour will be reported to the parent/carer who will be invited to comment and work with the school to rectify such behaviour.
* The school accepts no responsibility for pupils’ personal belongings including loss of belongings. Belongings must be clearly named and are the sole responsibility of the student/parent/ guardian.
* The timetable/day/ teacher may be subject to alterations at short notice.
* Students may be occasionally photographed/ filmed and images may be kept and used for the schools purposes. If you wish your child not to be photographed/ filmed this must be put in writing (please keep a copy) to the school’s principal: Carole Cundale, 1 Wheatley Lane, Ilkley LS29 8BW.
* Any further questions arising that are not answered in these terms and conditions will be answered by the Principal: Carole Cundale, which will be binding on all parties. The terms and conditions can also be found on the school notice board at the Hugh Ripley Hall, Ripon.