



Terms And Conditions

Welcome to This Is It Performing Academy! When enrolling in our classes, please read and understand the following terms and conditions:

Registration and Fees:

- Registration for classes is subject to availability and is on a first-come, first-served basis.
- A register for each class is maintained by the teacher and records student attendance for the purposes of safety and security.
- Students are expected to attend all classes, and an invoice will be raised for the whole term
- Terms are based on school terms, with 12 weeks being in one term.
- If your child attends any classes during the term, you are liable to pay for the full term's invoice, unless your child enrolls after term has started,
- Tuition fees must be paid in full prior to the start of classes or by the payment date stated on the invoice.
- An invoice for students who enrol during the term will be issued to enable payment immediately.

Payment

- Tuition fees must be paid in full prior to the start of classes or by the payment date stated on the invoice.
- Failure to pay in line with these terms will result in the student being excluded from classes until full payment is received.
- Students should pay using the invoice that will be sent to the email address provided upon enrollment, for trials and full enrollment..
- Payment can be made online by bank transfer to bank details provided on invoice.

For bank transfers please use your child's first initial and full surname as a reference. Once paid please send a confirmation email to thisisitperformingacademy.

- This Is It Performing Academy will accept cash.

- All payments must be made to This Is It Performing Academy and given directly to the director, Harriet Lymer-Smith, or the Manager, Kay Smith.
- If an invoice has not been paid at the start of term or upon enrolment in accordance with the student will not be admitted to any classes until it has been paid in full.
- Once enrolled or attending class after a trial session, the full term's fees must be paid.
- This Is It Performing Academy reserves the right at any time during the term to ask students to leave a class if any fees remain outstanding after the start of term.

Discount

- If there is more than one promotional discount available, only one discount will be valid per child.
- Where two or more siblings attend classes at This Is It, a 50% sibling discount will be offered. The discount will be automatically applied on each term's invoice.
- In the event of one of the siblings leaving during a term, the discount will not apply at the start of the next term if only one sibling remains.

Withdrawal, termination and Refunds:

- Students who are enrolled are automatically re-enrolled for the following term unless formal written notification of withdrawal is given.
- Withdrawal from classes must be communicated in writing with a 6 week notice period
- If you do not notify This Is It Performing Academy before the 6th week of the course that you do not wish a student to be re-enrolled onto the following term of the course, then you will remain liable for half of the full term fees in respect of the next term, regardless of attendance of the student.
- If withdrawal is in the middle of the term, no refunds will be issued for the remaining classes missed.
- Refunds will not be given for non-attendance.
- Refunds will not be given where a class has to be canceled and rescheduled

Cancellation or Rescheduling:

- The academy reserves the right to cancel or reschedule classes due to unforeseen circumstances. Alternative arrangements will be provided where possible.
- No Refunds will be given.

Late Payment

- The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
- This Is It Performing Academy reserves the right to charge a late payment fee if an invoice remains unpaid after the first class of a new term.

Attendance and Punctuality:

- Students are expected to attend all classes regularly and arrive on time.
- If a student needs to miss a class, please notify us in advance.

Code of Conduct:

- A Code of Conduct will be received in the This Is It Performing Academy starter pack upon enrollment.
- Respect for instructors, staff, fellow students, and the facility is mandatory.
- Any disruptive or disrespectful behavior may result in dismissal from the class without refund.

Health And Safety:

- Students should inform the academy of any health conditions or allergies that may affect their participation.
- The academy reserves the right to take appropriate action in case of emergencies or medical situations.

Parent/Guardian Responsibilities:

- Parents/guardians are responsible for dropping off and picking up students promptly.
- If there is a late pick up, this could result in a late payment fee.
- Stay informed about the academy's schedule, policies, and updates.

Class Material and Equipment:

- Students are responsible for bringing necessary materials and attire to each class as specified by the instructor.
- Any damage to academy property caused by a student will be the responsibility of the parent/guardian.

Photography and Media:

- Upon registration parents are asked to opt in or opt out of photographic consent for their child/ward. Shows may be filmed and require consent.
- The academy may take photographs or videos during classes and events for promotional purposes. Parents/Guardians will receive a media consent form upon enrollment to opt in or opt out.

Liability Waiver:

- Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter, please contact the Directors of This Is It Performing Academy
- By enrolling in our classes, parents/guardians agree to release This Is It Per, its instructors, and staff from any liability for injuries or damages sustained during classes or related activities.

Communication:

- Important announcements and updates will be communicated via email or other specified methods. It is the responsibility of parents/guardians to stay informed.
- Any communication regarding students, classes or information related to This Is It Performing Academy can only be sent to the primary account holder.
- The primary account holder may only be changed upon receipt of written notification from the primary account holder.
- This Is It Performing Academy cannot be held responsible for any delay or non-receipt of correspondence due to server downtime, incorrect contact details provided at the time of enrolment, or any other circumstances outside its control.

Content

- This Is It Performing Academy reserves the right to alter the advertised programme and teachers without prior notice. The information in this and any other printed or electronic timetable/information pack/notice was correct at the time of publication.

Data Protection

This Is It Performing Academy is committed to protecting the privacy and security of personal data collected from our students, parents/guardians, staff, and any other individuals associated with the school.

- **Consent:** We will obtain consent from individuals before collecting and processing their personal data. Consent will be clear, specific, and informed.

- **Purpose:** Personal data will only be collected for specified, legitimate purposes related to the operation of This Is It Performing Academy, such as enrollment, communication, administration, security, Health and Safety
- **Data Minimisation:** We will only collect personal data that is necessary and relevant for the intended purpose.
- **Access Control:** Access to personal data will be restricted to authorised personnel who require access for legitimate purposes.
- **Data Integrity:** We will take reasonable steps to ensure that personal data is accurate, complete, and up-to-date.
- **Data Retention:** Personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected, or as required by law. When data is no longer needed, it will be securely deleted or anonymized.
- Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. In all other instances we would only share your information with another party, if you have given your explicit permission to do so.
- This Is It Performing Academy Privacy policy can be found in the starter pack upon enrolment, as well as our website.

Policy Changes:

- This Is It Performing Academy reserves the right to update or modify these terms and conditions. Any changes will be communicated in advance.

By enrolling in our classes, you agree to comply with the above terms and conditions. If you have any questions or concerns, please feel free to contact us. We look forward to providing a rewarding and enjoyable experience for you and your child at This Is It Performing Academy!

Harriet Lymer-Smith
Founder & Director
August 2024