

# SEND Gymnastics and Dance

## Terms and Conditions relating to payment of fees and notice of leaving

We hope you / your child will have many happy years here with us at SEND Gymnastics and Dance. However, when the time comes that you wish to leave the school or change any class, please ensure that you are aware of our Terms and Conditions.

12. If you intend to withdraw your child from SGD or change any class(es) that your child undertakes, ***a minimum of 30 days notice (with the notice being received in writing (letter or email to the relevant Administrator is acceptable) on or before the last day of the first half of the term)*** and the withdrawal or change will take effect from the **beginning of the next term.**

13. Withdrawal from or changes to classes you are / your child is signed up for may only take effect at the **start of each term.** Please note that where a parent / student gives notice of their intention to withdraw from or change classes ~~at any time after the last day of the first half of the term in any given term~~, that notice will only take effect from the start of the second term following that notice and you will be invoiced and liable to pay for the relevant classes for the full duration of the first term following the notice.

**14. For the avoidance of doubt: there is no right to withdraw or change classes midway through a term – if you give notice of your intention to withdraw or change class bookings during the half term break, during the second half of any term or at the end of term or during the holidays, this notice will not take effect until one full term later.**

15. If you wish to make a request in advance for preferred class(es) (at the existing or at the next level) for the next term, a minimum of half a term's notice (***with the request being received in writing (letter or email to the relevant Administrator is acceptable)*** on or before the last day of the first half of the term) and we will accommodate the request as soon as possible.

The procedure of giving appropriate notice of leaving is extremely important for the administration of the school as a whole; so that class numbers can be balanced in advance of the next terms invoices being produced, and so that a place is not held for a student unnecessarily causing financial loss for the school, which is a Community Interest Company.

Please also make sure you are aware of our payment terms and invoicing processes, as follows:

1. Classes must be booked and paid for by you on a termly basis in advance. Please note that classes may not be booked on a half-termly basis or any other basis.
2. As prices are fixed, fees remain payable in cases of absence from class. There are no reductions or refunds for missed classes under any circumstances (including injury, sickness or holidays). A refund will not be provided if classes have to be cancelled due to force majeure such as fire, flood, storm, bad weather (including heavy snow disrupting transport) or other Act of God, pandemic or epidemic of any disease, industrial action, war, civil unrest, terrorist threat or incident.
3. No refund will be provided, however a live Zoom class would instead be offered if we are unable to operate classes in the studios due to an unexpected minor issue with the studio building which prevented classes from taking place (e.g. loss of electrical power), or Government restrictions.
4. Please note that all **"Class Fees"** and **"Additional Fees"** (as defined below) are subject to change at any time on a term by term basis. Up to date fee tariffs will be published on the SGD website.

8. SGD will invoice you as follows: a. Class Fees for each term will be invoiced prior to the end of the preceding term, and b. Additional Fees will be invoiced as and when they are applicable, and in all cases payment must be received on or before the due date stated within the relevant invoice. Fees must be received by SGD before classes can commence. If you do not receive your invoice before the end of term, you should contact the office by email urgently so that it can be resent and so that you can meet the payment deadline which is the last day of term. It is the full responsibility of the parent / student to ensure they have received and paid their invoice before the end of each term for classes the subsequent term and if payment is not made by the deadline, late payment fees will apply as clause 11.

9. Your invoice is your notification of the classes to which you / your child have been allocated for the following term. Once you have received your invoice, it is usually not possible to change classes for the following term. Parents should familiarise themselves with SGD "**Progression Through Levels**" document (see school brochure) and the school timetable (available on request) and inform us in accordance with clauses 12-15 of any issues with class scheduling at the current or at the next level. 11. Late payment:

- a) If payment of invoices is received after the due date, but before the start of the term to which the invoice relates, then a late payment fee of £20 will be charged.
- b) If payment of invoices is received after the start date of the term to which the invoice relates, then a second late payment fee of £10 (in addition to the first £20 late payment fee) will be charged.
- c) Late payment fees must be received on or before the due date given. Please also note that classes cannot commence (regardless of payment made) until a completed and signed registration form has been returned.

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