

# DORSET DRAMA ACADEMY



## Terms and Conditions - Saturday classes

### 1. Payment of Fees

1. Fees must be paid in full before or on the first day of each term. There are three terms in the yearly calendar.
2. Fees are strictly non-refundable for illness or any other cause. If Dorset Drama Academy must cancel a lesson, it will be rescheduled before the end of the academic year, or a refund will be given.
3. The Principal will review fees annually. Any change in fees will take effect each September.
4. A £20 deposit may be paid per student upon enrolment to reserve your place. This will then be subtracted from your first term's fees.
5. The second child in the family may attend at a 20% discount. The third child in the family may attend at a 40% discount.

### 2. Leaving

1. The Principal must be notified in writing if a student wishes to leave. A minimum of 6 weeks' notice must be given.
2. If a student leaves before the end of a term, no refunds will be given.
3. If 6 weeks' notice is not given in writing, the full fees of the following term will be payable.

### 3. General Rules

1. The Principal reserves the right to remove a student, parent or family member, whose conduct she considers inappropriate.
2. Parents are not permitted in the rehearsal room during classes and rehearsals, unless it has been arranged with the Principal.
3. Students are the responsibility of Dorset Drama Academy during class time only. Children should not be left unattended outside of class time.
4. Teachers and non-teaching staff are expected to behave appropriately during class time. This includes refraining from smoking, drinking or

swearing in front of students. Staff shall not make suggestive or derogatory remarks or gestures in the presence of students.

5. Students and family members are also expected to behave appropriately during class time and on school premises. This includes refraining from smoking, drinking, swearing or using suggestive or aggressive language. Our staff have the right to work in a safe and abuse free environment - the Principal may remove anyone from the premises who violates the rules.

#### 4. UNIFORM

1. Uniform is compulsory. Order forms will be sent upon enrolment. Uniform must include black leggings/trousers and either a Dorset Drama Academy t-shirt and/or hoodie.
2. Hair should be tied back, for health and safety reasons.

#### 5. EXAMINATIONS

1. Students have the opportunity to take LAMDA examinations in Acting, Verse & Prose or Public Speaking. Anyone can request Private LAMDA tuition but the Principal will only enter students for examinations when she feels they are ready - her decision is final.
2. Private tuition must be booked on a weekly basis in order to sufficiently prepare for examinations.
3. Examinations can be taken individually or in pairs.

\*I have read and understood the terms and conditions:

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

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

\*Please sign both copies, keeping one for your records and returning the other with your enrolment form.