

Terms and Conditions

Where a student enrolls for RAD Dance School classes which are not included on the adult class list (syllabus classes (Intermediate Foundation to Advanced 2), Classical Ballet with a Focus on Pointe Work A and B, and Silver Swans) these adult specific terms and conditions do not apply, and customers should refer to the main Dance School Terms and Conditions.

Fees, deposits and refunds

1. A fee is charged for each class enrolled per term.
2. Participants enrol for termly classes and these fees must be paid online at the time of booking. **We do not offer free taster sessions for Adult Classes.**
3. Fees will only be pro rata when a participant starts part-way through a term.
4. Refunds will not be given for non-attendance other than for the reason in accordance with [Clause 12](#).
5. Refunds will not be given where a class has to be cancelled and rescheduled for the reasons in accordance with [Clause 13](#).
6. Fees are currently exempt from VAT.

Payment

7. Payment is made **prior** to starting classes.
8. All fees must be paid online via *World Pay* using the link provided at the time of application.
9. Students attending Move to the Musicals classes are able to pay on the day of their class, directly with the Finance Department.
10. The RAD no longer accepts cash, cheque or direct debit payments for term fees. All telephone or in-person payments must be made with the Finance Department. The RAD will not be held responsible for money left at reception or with teachers. All payments must be made in accordance with [Clause 8](#).

Register, attendance and absence

11. A register for each class is maintained by the teacher and for the purposes of safety and security.
12. If a participant is absent from class for four or more consecutive weeks (or a complete block), a refund of 90% of the fees paid for unattended classes will be given on the evidence of a medical certificate. This must be provided within one month of the absence otherwise no refund will be given.
13. If a class is cancelled due to the sickness of the teacher, a health epidemic or any other unforeseen event, we will try to reschedule the class. This may be on a different day and time from when the class was originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.

Late Payment

14. The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
15. The RAD reserves the right to charge interest for any unpaid fees.

Right to attend, change classes, withdrawal and termination of attendance

16. If an invoice has not been paid upon enrolment in accordance with [Clause 8](#), the participant will not be admitted to any classes until fees have been paid in full.
17. The RAD reserves the right at any time during the term to ask participants to leave a class if any fees remain outstanding after the start of term.
18. Enrolment for adult classes will lapse after the term has ended and participants will need to re-enrol online for the next term, once booking has been opened. An enrolment cannot be automatically carried over.
19. Where students are enrolled in RAD Dance School classes (syllabus classes (Intermediate Foundation to Advanced 2), Classical Ballet with a Focus on Pointe Work A and B, and Silver Swans), they will be automatically enrolled each term unless an online withdrawal form is submitted by the termly withdrawal deadline. In these cases, the withdrawal procedure set out in Clauses 21 - 28 of the main Dance School terms and conditions must be followed.
20. Change of class requests are to be made online via the RAD website at www.rad.org.uk/learn-to-dance/our-dance-school-in-london/enrolling/cancel-add-or-change-a-class. These requests will be reviewed by a member of the team and you will be contacted with the outcome of the decision. Students **must not** change to another class without written confirmation from the RAD Dance School office.
20. Vocational classes – to be eligible to join one of the following classes you will be required to present a copy of your certificate from the previous vocational grade. The RAD Dance School has the following prerequisite qualifications/experience for Vocational grades:

Intermediate Foundation:	Two years of recent ballet training
Intermediate:	Intermediate Foundation Certificate
Advanced Foundation:	Intermediate Certificate
Advanced 1:	Advanced Foundation Certificate
Advanced 2:	Advanced I Certificate

Permissions (Medical & Photographic consent)

21. Medical: Participants are required to give permission for an authorised RAD First aider to give any immediate and/or necessary first aid treatment. This includes any emergency medical treatment recommended by competent medical authorities including emergency medical staff. Participants can opt out of this during online application.
22. Photographic: Upon application, participants are asked to opt in or opt out of photographic consent. Participants will be notified in writing when photographic sessions take place.

Discounts

23. Additional adult class discount: where two Beginners, Improvers or Advanced/Professional level ballet classes are booked together, you will receive a 10% discount.

Waiver

24. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter, please contact the Dance School Manager.

Code of Conduct

25. A Code of Conduct for participants is available in the Adult Class Information Pack. Failure to observe this may result in participants being asked to leave. The RAD reserves the right to refuse any participant prior to or after enrolment. No refund will be given if the Code of Conduct has been invoked.

Content

26. The RAD reserves the right to alter the advertised programme and faculty without prior notice. The information in this and any other printed or electronic brochure/notice was correct at the time of publication.

Data Protection

27. The Royal Academy of Dance, including Royal Academy of Dance Enterprises Ltd is committed to protecting and respecting your privacy. We only use personal information if we have an appropriate reason (lawful basis) to do so and this includes sharing information outside the Royal Academy of Dance.
28. We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We hold your personal information on our systems for only as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.
29. 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.
30. The RAD Dance School's Privacy Notice can be downloaded from the website at: https://www.rad.org.uk/documents/dance-school-docs/DanceSchoolregistration_Full.pdf
31. The RAD's corporate Privacy Notice can be found on the website at: <https://www.rad.org.uk/privacy-notice>

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Changes to the terms and conditions

- 33.** The RAD reserves the right to change these terms and conditions at any time for the benefit of the business, staff or participants.

Agreement to the terms and conditions

- 34.** Customers are required to acknowledge their acceptance of the terms and conditions by checking the relevant box during online application.
- 35.** The term and conditions must be accepted in order to enrol in classes at RAD Dance School. Applications cannot be submitted until the acceptance box has been checked (see [Clause 34](#)).

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