

ROYAL ACADEMY OF DANCE

Terms & Conditions

Workshops and Short Courses

1. Bookings

- a) Bookings are made online via Eventbrite using a debit/credit card to generate a unique order number. Payment will be processed automatically at the time of registration. If payment fails, registration will not be completed and you will receive immediate notification.
- b) Automatic acknowledgement of a confirmed registration/booking will be sent via email to the email address entered for the 'buyer'. Please keep this email to quote the unique order number if you need to contact the Learning and Participation Team. Further written confirmation of the 'participants' place will be sent following the specified closing date for an individual activity.
- c) You are advised not to book travel or accommodation until you have received final confirmation after the closing date.
- d) Bookings are not transferable to another activity or participant.

2. Closing dates

- a) Closing dates will be published on Eventbrite, the RAD website and posters, but closing dates are generally 3 weeks prior to the start of the activity.
- b) Applicants are asked to apply early to ensure a place as each activity has a limited number of places. Where possible the number of remaining places will be visible at the time of registering.

3. Cancellation of an Activity

- a) Activities may be cancelled by the RAD if they fail to attract a viable number of applicants. In such circumstances, full refunds will be made.
- b) If an activity is cancelled due to the sickness of the teacher, a health epidemic, pandemic, infectious disease or any other unforeseen event, then we will try to reschedule the workshop. This may be on a different day and time from when originally scheduled. If you are unable to attend the rescheduled date and are in touch within the timeframe communicated, a full refund will be made. After the deadline, refunds will be subject to the conditions in point 4.
- c) If the RAD is unable to reschedule the activity, full refunds will be made.

4. Withdrawals and Refunds

4.1 Tuition Fees

Participants who withdraw voluntarily will have their tuition fees refunded, subject to the conditions below:

- a) Withdrawals **before the closing date** will incur a 10% administration charge.
- b) Withdrawals **on the closing date and up to 6 working days prior** to the activity will incur a 50% administration charge, unless a medical certificate is produced.
- c) There will be no refund for withdrawals made **during the 5 working days prior** to the activity, unless a medical certificate is produced. Reasons for withdrawal could include local lockdown and government enforced quarantine.
- d) Applicants who withdraw due to injury or illness will have their tuition fees refunded less a 10% administration charge providing a medical certificate is produced.
- e) Bookings made **after the closing date** are subject to clauses 4.1b, 4.1c, and 4.1d. 4.1a is not applicable.

4.2 Notice of withdrawal

Notification of withdrawal must be emailed to the Learning and Participation Team at participate@rad.org.uk, after which acknowledgement will be issued. Refunds will be based on the date of receipt of withdrawal notification. Date of receipt will be that on which the email or letter is received by the team. The Learning and Participation Team takes no responsibility for non-receipt of email or postage notifications.

5. Insurance

Applicants are advised to consider taking out insurance against withdrawal due to injury/illness, medical treatment or hospitalisation, or due to personal or family reasons which might prevent them completing the activity. Applicants with an existing injury attend at their own risk.

6. Waiver

- a) Physical contact may be necessary by members of the teaching faculty. If you would like to discuss this, please contact the Learning and Participation Team.
- b) In the event of an injury or medical emergency during the activity, a qualified First Aider from Royal Academy of Dance will provide necessary treatment and assistance to the participant. A parent/guardian will be notified of the incident. An accident report form will be completed, copies of which are held by the HR department. If you have any questions regarding this, please email participate@rad.org.uk.

7. Content

The RAD reserves the right to alter the advertised programme and/or faculty without prior notice. The information presented on Eventbrite, the RAD website and in other printed or electronic notices is correct at the time of publication.

8. Discounts

To qualify for discounts, registration must be completed in one order, by a single buyer, before the closing date. Discounts will be checked and verified by the Learning and Participation Team and the refund awarded in the same week as the closing date:

8.1 Sibling discounts

- a) Two siblings: 10% off total cost of tuition fees, both siblings must be booked on to the same activity.
- b) Three or more siblings: 20% off total cost of tuition fees, all siblings must be booked on to the same activity.

9. Eligibility

Specified age ranges are there as a guide. Any decision relating to age grouping is at the discretion of the Learning and Participation Team. Please email participate@rad.org.uk if you have any questions.

10. Code of Conduct

All participants will be sent a Code of Conduct with their confirmation details (please read these with students where possible). Failure to observe the Code of Conduct may result in participants being asked to leave. The RAD reserves the right to refuse admission to any participant prior to, or during the event. In this instance no refund will be given.

11. Data Protection Statement

The Learning and Participation Team hold information and contact details requested at the time of your booking that enable them to provide you with information relating to a participants registration for a workshop, course or competition. We will not disclose your information to a third party except where legally required to do so.

For further details please refer to the RAD Data Protection Policy accessible [online](#).

In addition our new Privacy Statement and Company Privacy Policy are available to view and download:

The Student Activities Privacy Statement is available to view online [here](#).

The full RAD Privacy statement is available to view online [here](#).

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12. Changes to the terms and conditions

The RAD reserves the right to change these terms and conditions.

13. Agreement to the terms and conditions

- a.) Customers (parents, guardians and students) are required to acknowledge their acceptance of the terms and conditions for each student enrolled by checking the relevant box during the online application in Eventbrite.

- b.) The terms and conditions must be accepted in order to attend a workshop or short course with the RAD. Applications cannot be submitted until the acceptance box has been checked (see Clause 13a).

COVID 19 ADDENDUM

Student Guidelines have been created in light of COVID 19 which must be followed by all students. Where there is a discrepancy between the Student Guidelines and the Terms and Conditions, the Student Guidelines will apply.