



1 **PAYMENT**

- 1.1 Invoices for Timetabled classes are sent at the beginning of each term.
- 1.2 Payments can be made by Cheque, Cash, Bank Giro Credit, Bacs Direct Credit or Standing Order.
- 1.3 Any cheques returned unpaid will incur a £7.50 handling charge.
- 1.4 JSTA reserves the right to refuse payment by cheque if this form of payment has been abused in the past.
- 1.5 All payments received before the advertised date on the Invoice will receive a 5% Early Payment Discount.
- 1.6 Accounts with amounts outstanding at the beginning of the term will not qualify for any Early Payment Discount.
- 1.7 All Accounts must be settled by the Last Day of Term. This is a settlement period of approximately 90 days.
- 1.8 Accounts unsettled by the Last Day of Term will have a 5% Surcharge added to them.
- 1.9 We reserve the right to suspend your child's classes and withhold Examination and Festival Entries and Results until any overdue payments have been received.
- 1.10 Statements are available at any time by contacting The Secretary.
- 1.11 Statements on unsettled Accounts are given out in class just after half term.

2 **DISCOUNTS**

- 2.1 Early Payment Discount. [See (1.5) Above]
- 2.2 Multiple Child Discount will be applied to all group classes and will appear as a deduction on the bill. For this scheme the second or any subsequent child of a family attending JSTA will have 10% deducted from their bill. The first child is the child who attends the most classes.

3 **CREDIT NOTES**

- 3.1 Credit Notes are issued to cover circumstances such as Cancelled Classes, Group Rehearsals or long term absence through injury or illness. All credit notes are deducted from the following term's bill, one term's notice for cessation of classes is essential if you are to receive the credit. If no notice or late notice is received then any credit will be lost.
- 3.2 Fees are not waived in respect of family holidays, festival attendance, school trips, school exams or short term sickness or injury.
- 3.3 Instances of long-term sickness or injury will be addressed on an individual basis.

4 **TIMETABLED CLASSES**

- 4.1 Timetabled Classes are invoiced on a Termly basis.

5 **FESTIVALS AND EXAMINATIONS**

- 5.1 Invoices for Examinations and Festival Entries are distributed on an Ad Hoc basis.
- 5.2 All Examination and Festival Entry invoices must be settled within 14 days of the Invoice Date as Entry Fees will already have been paid by JSTA on the Parent/ Guardians behalf.
- 5.3 Invoices unsettled after 14 days will be re-issued with a 5% surcharge added to them.
- 5.4 All Examination and Festival Entries must be paid in any event before the Date of the Examination or Festival. [See (1.9) Above]

6 **LAMDA**

- 6.1 Lamda Invoices are distributed near the beginning of term.
- 6.2 There is no early payment discount.
- 6.3 Invoices unsettled by the last day of term will have a 5% Surcharge added to them.
- 6.4 [See (1.9) above]

7 **SINGING**

- 7.1 Singing Invoices are distributed near the beginning of term.
- 7.2 There is no early payment discount.
- 7.3 Invoices unsettled by the last day of term will have a 5% Surcharge added to them.
- 7.4 [See (1.9) above]

8 **PRIVATE CHOREOGRAPHIC**

- 8.1 Fees for private choreographic work must be paid to the Teacher at the time of the class.

9 **EXAM PRACTICES**

- 9.1 Invoices for Exam Practices are distributed on an Ad Hoc basis. All Exam Practice Invoices must be settled within 14 days of the Invoice Date.
- 9.2 Invoices unsettled after 14 days will be re-issued with a 5% surcharge added to them.

10 **TERMINATION OF CLASSES**

- 10.1 If a pupil wishes to give up a class JSTA must receive written notice 8 weeks prior to the commencement of the term for which notice is being given.
- 10.2 Absence of notice or late notice for exceptional circumstances will be addressed on an individual basis.
- 10.3 In the event of a pupil leaving JSTA with fees still outstanding, JSTA reserve the right to pursue recovery of the debt by all legal means including court action.

11 **CANCELLATION OF CLASSES**

- 11.1 Occasionally it is necessary to temporarily change the venue of a class, or postpone it to a later date. Where this occurs JSTA will try to notify Parents either by email, text, phone, noticeboard, website, Facebook, or word of mouth.
- 11.2 We reserve the right to cancel any classes anytime up to and including the date the class starts. Should this occur we will endeavour to give you as much notice as possible and a credit note will be issued.

12 **MISCELLANEOUS**

- 12.1 All teachers are qualified, CRB checked and insured and are fully aware of our child protection policy. (available on request)
- 12.2 Any changes to these Terms and Conditions will be announced on the venue notice boards.

13 **JSTA LIABILITIES**

- 13.1 JSTA do not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form whether completed by you or the person in charge of your child at the time of enrolment.
- 13.2 JSTA do not accept liability for death or personal injury to any child attending class, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.
- 13.3 JSTA do not accept any responsibility for loss or damage to personal property.
- 13.4 JSTA do not accept responsibility for any loss or expense due to circumstances beyond our control including, transport, fire, weather and other such actions
- 13.5 JSTA is only responsible for students while they are in their class. Children cannot be supervised whilst they are outside class.
- 13.6 JSTA holds Public Liability Insurance.

14 **RESPONSIBILITIES OF PARENT OR GUARDIAN**

- 14.1 These terms and conditions, and any enrolment forms you have signed, constitute an agreement between you and us in connection to classes or any services superseding any prior agreement.
- 14.2 Attendance at class is deemed to be acceptance of the current Terms and Conditions.
- 14.3 It is the responsibility of the Parent or Guardian to notify JSTA of any illness or injury that may affect the child's participation at class.
- 14.4 It is the responsibility of the Parent or Guardian to ensure that we have the correct contact details for you and your child, including telephone contact, email and address and that you keep us updated of any changes to health.
- 14.5 It is the responsibility of the Parent or Guardian to regularly read the website notice board or notice board at each venue that your child attends in order to be fully aware of all upcoming events.
- 14.6 In the event that we consider you to be in breach of these terms & conditions or that your child is disruptive to other pupils or staff, teachers or venue staff, we reserve the right to exclude your child from any activity within JSTA.
- 14.7 Please retain all payment receipts as chequebook records are not proof of payment for classes. Where there is a dispute, if the Parent or Guardian cannot provide proof of payment, they must accept JSTA's records.
- 14.8 JSTA hire premises from Third Parties; therefore all JSTA Staff, Parents, Guardians and pupils must abide by the codes of conduct as set out by those Third Parties.
- 14.9 Parents or Guardians should make themselves aware of our Privacy, Child Protection, Equal Opportunities and Collection policies. These are available on our website and are displayed at our major venues.
- 14.10 JSTA is only responsible for students while they are in their class. It is the parents' responsibility to supervise their own children in the waiting areas, car parks and toilet areas at all our venues. JSTA will endeavour to have DBS checked assistants in all our classes up to Grade 2 to help supervise any children who need the toilet, however these assistants are not allowed to enter the toilet with a child, nor are JSTA responsible for the supervision of any children outside of class, including going to the toilet. JSTA recommends that if you are concerned about your child accessing the toilet during class then you should remain on site to supervise them personally.