



Terms and Conditions

1 PAYMENT

- 1.1 Invoices for Timetabled classes are issued at the beginning of each term.
- 1.2 Payment is accepted via BACS or Standing Order only.
- 1.3 Payment for timetabled classes is due 28 days after the issue date.
- 1.4 Full payment of timetabled classes within 14 days of invoice issue date will receive a Prompt Payment Discount (PPD) of 5%, which will be applied as a credit note to the following term's invoice.
- 1.5 Accounts with any amount outstanding from the previous term will not qualify for Prompt Payment Discount.
- 1.6 All accounts must be settled before the end of the first half term.
- 1.7 Accounts unsettled by the last day of the first half term will have a 5% surcharge added, recurring monthly.
- 1.8 We reserve the right to suspend your child's classes and withhold Examination and Festival Entries and Results until the overdue payments have been received in full.
- 1.9 Statements are available to view anytime via the Parent Portal or on request via email. Requests to accounts@juliesianne.com.
- 1.10 Lessons are not offered on a Pay As You Go basis. All classes must be paid for regardless of whether a student can attend.
- 1.11 All payments will be allocated to the oldest outstanding debt unless otherwise agreed with JSTA in writing.

2 DISCOUNTS

- 2.1 Prompt Payment Discount. (PPD) (see 1.4 above)
- 2.2 Multiple Sibling Discount will be applied to all timetabled 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 primary child is the child who has the higher invoice total.
- 2.3 Drama and Musical Theatre classes have a 50% discount offered to all those pupils who take 4 or more timetabled dance classes per week with JSTA.

3 CREDIT NOTES

- 3.1 Credit Notes are only issued to cover circumstances such as Cancelled Classes, Group Rehearsals or long-term absence through injury or illness.
- 3.2 Fees are not waived in respect of family holidays, festival attendance, school trips, school exams or short-term injury or sickness.

- 3.3 In the event of a temporary local or national lockdown, JSTA will endeavour to substitute affected classes with online content such as Zoom. No credit will be issued. Once the Lockdown is lifted attended classes will revert once again, with any remaining credit being carried forward.
- 3.4 Instances of long-term sickness or injury will be addressed on an individual basis and a medical note may need to be provided.

4 TIMETABLED CLASSES

- 4.1 Timetabled Classes are invoiced on a termly basis. In the event of commencing a class mid-term, then the fee will be pro rata.

5 EXAMINATIONS AND FESTIVALS

- 5.1 Invoices for Examinations and Festival Entries are distributed on an ad hoc basis.
- 5.2 All Examinations and Festival Entry Invoices **MUST** be paid within 14 days of the Invoice Issue Date. Please note Entry fees will have already been paid by JSTA on the parent/guardian's behalf.
- 5.3 Examination or Festival related invoices unsettled after 14 days will have a 5% surcharge added to them, recurring monthly.
- 5.4 All Examinations and Festival Entry Invoices **MUST** be paid in any event before the date of examination or performance. (see 1.9 above)
- 5.5 Pupils must attend regular JSTA classes in the appropriate genre to be included in Festival work.

6 LAMDA

- 6.1 Lamda Invoices are distributed near the beginning of term.
- 6.1 There is no early payment or sibling discount applied to these lessons.
- 6.3 Invoices unsettled by the last day of the first half term (or after 6 weeks of lessons) will have a 5% surcharge added to them, recurring monthly.
- 6.4 See 1.9 above.

7 SINGING

- 7.1 Singing invoices are issued near the beginning of term.
- 7.2 There is no early payment or sibling discount applied to these lessons.
- 7.3 Invoices unsettled by the last day of the first half term (or after 6 weeks of lessons) will have a 5% surcharge added to them, recurring monthly.
- 7.4 See 1.9 above.

8 PRIVATE CHOREOGRAPHY/PRIVATE TUITION

- 8.1 Fees for private choreographic work must be paid by the day of the session.
- 8.2 A late payment surcharge of 5% will be applied if the invoice remains unpaid after 14 days of issue, recurring monthly.
- 8.3 Cancellation of any private tuition/choreography work will have the following percentage of the fee applied - 24 hours and less 100%, 25 - 48 hours plus 50%.

10 TERMINATION OF CLASSES

- 10.1 If a pupil wishes to give up a class, JSTA must receive written notice a full half term prior to the commencement of the term for which notice is being given (or pay 6 weeks' notice in lieu).
- 10.2 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 via email, phone, text, noticeboard, website, social media or word of mouth.
- 11.2 We reserve the right to cancel any classes anytime up to and including the date of the class starts. Should this occur, we will endeavour to give you as much notice as possible and a credit note will be issued, if applicable. (See 3 - Credit notes)

12 MISCELLANEOUS

- 12.1 Teachers are qualified, DBS checked and insured and are fully aware of our child protection policy (which can be found on our website or supplied on request).
- 12.2 Any changes to these Terms and Conditions will be announced via email, on our website and displayed on the venue noticeboards.

13 JSTA LIABILITIES

- 13.1 JSTA do not accept responsibilities 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 time of enrolment.
- 13.2 It is students' parent/guardians' responsibility to check that the information on the parent portal is correct and to email accounts@juliesianne.com immediately with any amendments or changes.
- 13.3 JSTA do not accept responsibilities for loss or damage to personal property.
- 13.4 JSTA do not accept any 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 and/ or completed via our parent portal, 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 relevant medical information, 2 x

telephone emergency contact numbers, email and address and that you keep us updated of any changes to these.

- 14.5 It is the responsibility of the Parent or Guardian to regularly read the website noticeboard or noticeboard relating to 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 you, or your child is disruptive, threatening or malicious to, or makes frivolous complaints about other pupils, staff, teachers or venue staff, we reserve the right to exclude you, your child and family from any activity within JSTA.
- 14.7 Please retain all payment receipts. 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 must 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 class. It is the parent's responsibility to supervise their own children in the car parks 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. Wherever possible pupils should go to the toilet before attending class.

15 Temporary National Lockdown

- 15.1 In the event of a temporary local or national lockdown, JSTA will communicate details of special additional Terms and Conditions to parents at the earliest opportunity.

Reviewed: 07.09.2025