



The Academy Performing Arts School and Agency

Founder: Claire Harvey

The Academy Performing Arts School Terms and Conditions

- I give permission for my child to attend The Academy Performing Arts School.
- I will inform Caroline Green at The Academy Performing Arts School as soon as possible if there are any changes in the medical requirements of my child.
- I understand the extent and limitations of the insurance cover provided.
- I am fully aware of the nature of the theatre arts school and the supervision arrangements.
- I am happy for photographs of my child to be used on the website or other publicity material (Please let Caroline know if this is not possible and she will update the online system).
- I agree with The Academy Performing Arts School's Privacy Policy this can be found at www.theacademyessex.co.uk
- If my child requires any medication such as the use of an inhaler or EpiPen, it is my responsibility to leave it with a teacher in a labelled bag at the start of lesson. We cannot be held responsible if not left with us or if we are not made aware of it.
- If my child intends to leave The Academy Performing Arts School, I must give ½ a terms written notice and will be liable for the total term fee. I will give notice in writing to: caroline@theacademy.me.uk. Please note we do not issue refunds.
- All fees must be up to date by the end of each term and late payment fee of £50 will be added to the final invoice of the term if there are any fees outstanding.
- Due to GDPR regulations, if you leave The Academy all personal information / exam certificates / show photos etc will be kept for a maximum of 3 months to give you to time to collect, after which time they will be disposed of.
- If classes are cancelled because of circumstances such as extreme weather conditions out of our control no refund will be given.
- In the event of one of our venues becoming unavailable, we will endeavour to move the day/time of our classes. If for any reason, we are unable to deliver our classes in the venue, we will be offering replacement classes delivered via the online platform Zoom.
- We do not offer refunds should a student be unable to participate in a days classes for any reason including COVID-19 related illness.
- If we are forced to close due to Lockdown, we will move our classes online to Zoom.