



Terms and Conditions

The terms regarding the notice period and payment of fees are stated in order to promote stability of our staffing and to assist the forward planning and resources of Jacqui Ison Theatre Arts CIC ("Jacqui Ison Theatre Arts"). Therefore to enable us to maintain our commitment to high quality performance education, we require all parents/guardians to abide by these terms and conditions.

This agreement will continue until notice is given as per Paragraph 8.

Whilst our fees are charged on a termly basis i.e. autumn term, spring term and summer term, there is no need to complete a new Terms and Conditions form for every term. This signed document is legally binding for the full time the pupil spends with Jacqui Ison Theatre Arts.

1. APPLICATION TO JOIN JACQUI ISON THEATRE ARTS

There is a non refundable registration fee of £20.00 per child which must accompany the application form.

Pupils over the age of 15 years will need to provide a full copy of their current passport for identification and validation purposes, as required by independent examination boards.

2. PAYMENT OF FEES

All fees are charged in advance on a termly basis, in full, at the end of the current term and are payable as noted below. The date for payment is highlighted in regular newsletters and on your invoice.

Payment Structure

- Fees for the spring term are payable in full before the end of the autumn term
- Fees for the summer term are payable in full before the end of the spring term
- Fees for the autumn term are payable in full before the end of the summer term

All fees can be settled via on-line banking directly into our account as follows: **Bank:** NatWest, **Sort Code:** 60-05-13, **Account No:** 17695708, **Account Name:** Jacqui Ison Theatre Arts CIC. Alternatively, we can accept payment by debit or credit card via the telephone or in person by contacting our Finance Department on **01279 508002**.

Settlement of fees via cash or cheque (made payable to Jacqui Ison Theatre Arts CIC) can be accepted but will incur a fee to cover the prevailing level of bank charges. Payments via credit card will incur an additional charge of 2.5%.

Fees are not refundable during any periods of pupil absence from Jacqui Ison Theatre Arts due to and including but not limited to illness, injury, auditions, holidays, festivals or participation in professional or amateur engagements.

In the rare event of a class being cancelled at short notice due to inclement weather, or other unforeseeable circumstances, we unfortunately still have to bear the cost of the teachers and the studio, theatre so fees will not be refunded in these circumstances.

3. LATE PAYMENT AND NON PAYMENT OF FEES

Jacqui Ison Theatre Arts reserves the right to charge interest at 4% above the then current NatWest Bank plc base rate on all overdue fees.

Jacqui Ison Theatre Arts reserves the right to refuse pupils, whose fees are overdue, access to lessons and school facilities.

Cheques that are returned by the bank or other financial institution must be rectified immediately by the debtor. All associated bank and third party charges incurred by Jacqui Ison Theatre Arts will be recovered from the debtor together with a £25.00 administration fee.

4. WITHDRAWAL OF A PUPIL AFTER A TERM'S FEES HAS BEEN PAID IN FULL OR WITH POST DATED CHEQUES

In the event that a pupil leaves the school at the beginning or during the term after a term's fees has been paid, either in full or with post dated cheques, the term's fees are still due and cannot be refunded.

5. LEGAL POSITION

The parent/guardian signing the Terms and Conditions agrees to be bound by them.

6. PERSONAL DETAILS

It is essential that Jacqui Ison Theatre Arts is advised of any medical conditions that the pupil may have and any material changes to personal circumstances and/or medical records.

7. GENERAL MATTERS

Jacqui Ison Theatre Arts has the right to amend the classes and timetable according to class sizes and market demands in the interests of the pupils and the quality of the work offered.

The correct uniform must be adhered to at all times with hair worn off the face in a suitable style.

Jewellery of any nature should not be worn during lessons for health and safety reasons. This includes the exclusion of jewellery for all classes, examinations, internal and external performances. Pupils arriving to class with jewellery will not be able to take part in class activities until it is removed.

Jacqui Ison Theatre Arts does not accept liability for loss or damage to any personal property of the pupils.

8. NOTICE PERIOD

Jacqui Ison Theatre Arts requires a full term's notice, in writing, to terminate this agreement if a pupil wishes to leave. Failure to provide such notice will involve payment of a full term's fee in lieu of notice.

The Terms and Conditions are here to safeguard Jacqui Ison Theatre Arts and its pupils. Should you have any further queries regarding fees please contact our Finance Department.

I Agree to the Terms and Conditions and agree to abide by them.
(FULL NAME IN CAPITAL LETTERS OF PARENT/GUARDIAN)

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(SIGNATURE OF PARENT/GUARDIAN)

Jacqui Ison Theatre Arts CIC, Studio Centre, Millars One, Southmill Road, Bishop's Stortford, Hertfordshire. CM23 3DH
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