

Enrolment Terms & Conditions



Student Conduct

1. Sparkle Dance has a ZERO tolerance for bullying and violence towards any students or members of staff. We want all our students to be happy and comfortable in all of their classes. If you suspect bullying please inform a member of staff immediately. Any students found to be bullying or assaulting students or members of staff will be expelled immediately and will be unable to return under any circumstances.
2. If Sparkle Dance feels that your level of class attendance doesn't meet our standards your place will be suspended and offered to another student.
3. Please respect all decisions made by your teacher. If you feel the need to discuss a decision in class please book an appointment for a meeting with this member of staff or send us an email explaining your concerns so we can act on it immediately and provide a suitable response within 48 hours
- 4.
5. All decisions made in class are made to benefit all students and the welfare of the class. We believe in equal opportunities and we will ensure every child is given their chance to shine in class and on stage.

Financial

1. The first class is free trial, after the trial if we feel your dancer is suitable for the class and enjoyed their trial they will be invited to join the class from the following week. In some cases your dancer may be asked to attend a 2nd trial of the same class or at a different level if we feel this is necessary before enrolment can commence.
2. An annual registration fee of £25.00 will be charged to all enrolled students on the 15th January every year. If you are joining us part way through the year this fee will be deducted accordingly (£2.08 per month) The annual registration fee covers admin & insurance costs, extra rehearsals for shows/competitions, exam coaching lessons, theatre transportation on show days, a small donation towards tea & coffee supplies in reception, teachers transportation, parking & time on competition days & new equipment to name just a few. 100% of this fee goes back into the studio to provide a better learning environment for your dancer.
3. All class fees must be paid on or before the 15th of every month. Late payments will be given an extension until the last working day of the month. If payment is not made by the end of the month a £10 late fee will be added to your next invoice.
4. 4 weeks notice is required if you wish to terminate enrolment. If notice is not given payment in full will be required. Failure to do so may result in a small claims court case. If you would like to make any changes to your classes we ask that this is communicated before the end of the current month so your next invoice can be generated correctly. If you do not communicate your wishes before the end of the current month we reserve the right to continue your dancers enrolment along with the associated fees for the class until the next calendar month.
5. No remission of fees is possible for absence through illness or for any other cause. Neither will fees be carried over or used for other family members.
6. The Principal (Harriet Barlow) reserves the right to require the removal of any pupil whose fees are in arrears.
7. Sparkle Dance reserves the right to increase class fees at any time providing 3 months notice of the increase is given.

Examinations

1. Students are given the opportunity to take Examinations and Medal tests in Ballet, Tap, Modern-Jazz, Contemporary & Musical Theatre. Examination, Assessment and Medal Tests are not compulsory.

Performances

1. A show is produced every year in the Summer time, giving all students aged 3+ the opportunity to put their technique into practice. Our Productions are held at the Lowther Pavilion, Lytham. In addition, the school is often asked to perform at events in and around the area. Participation in all performance is completely optional for all students.
2. If Sparkle Dance supplies your dancer with costumes, props or any class materials it is your responsibility to keep these safe. You will be responsible for the fee to replace any items that are damaged or disrespected whilst in your care.

Uniform

1. All students must be in correct uniform after 6 weeks of enrolment. Thereafter please read the Uniform policy available on our website. All items required for classes are readily available through our shop.
2. Students must attend all classed with their hair tied up and off the face. A bun is preferred for Ballet and Acrobatics classes at all levels. If your dancer attends any classes inappropriately groomed your dancer may be asked to leave the class until this is fixed. This is a health and safety issue.

GDPR

1. All information given on this form is kept securely inline with the current Data Protection Act (GDPR) All information given will be kept securely. Upon agreement to these terms Sparkle Dance Studios reserves the right to hold onto the following information upon termination of enrolment. Customer and Student names, email address, contact number and billing address. This information will be used for internal "Keep in touch" marketing only. Contact information will never be sold onto a 3rd party. If you do not wish for us to hold this information please advise of this in your written cancellation notification. All other information will be securely disposed of when your dancer is no longer a student unless we feel that it is crucial to keep your information (Le - outstanding payments etc)
2. It is compulsory that we are able to send you emails from time to time with important information about your dancers class & upcoming events to easily keep you up to date. All invoices are also sent via email so by accepting these t&c's you agree to be contacted by ourselves throughout your enrolment at Sparkle Dance Studio.