

# Terms and Conditions

## 1 General

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- 1.1** Students should be aware that some elements of all courses are, or might be, physically demanding. Any medical condition should be notified to the School upon enrolment. If any Student develops a medical condition during a course, details should be notified to the School immediately. If the health of any Student is deemed by the Principal to be a cause for concern, the Student must undergo a medical check by the School's doctor at their own expense to ascertain their fitness to continue the course. In the event that the health of any Student is or becomes such that the Student is unable to complete the course satisfactorily, as a last resort, the School reserves the right to require the Student to leave.
- 1.2** Students are expected to attend the School during all normal class hours which are from 11.00am to 5.30pm on Monday and 9.15am to 5.30pm from Tuesday to Friday inclusive. Students must be prepared to attend classes at weekends and in the evenings when required. During rehearsals Students will be required to work irregular or altered hours where necessary.
- 1.3** Any Student who is unable to attend classes must inform the office before 9.15am. A doctor's certificate is required for all absences of 5 days or more because of sickness or injury. Punctuality is considered essential and poor attendance may result in a Student being excluded from the course.
- 1.4** All courses run by the School are full time courses. Students are not permitted to participate in other courses or classes during term time.

- 1.5** Students may not take part in amateur or professional theatrical engagements, auditions or training courses, give interviews to the press, radio or television, nor at any time prior to the completion of the course, sign any agreement or otherwise come to an understanding with regard to professional services with any Artists' Agent, without the written consent of the Principal.
- 1.6** Course fees do not include the provision of play texts, scripts, clothing for classes, make-up, personal DVDs, demo CDs or other such items which Students are expected to provide for themselves at their own cost.
- 1.7** Classes may take place at locations other than the School.
- 1.8** Any Student wishing to withdraw from a course is required to give one complete term's notice of withdrawal in writing to the Principal. The Student will be required to pay one complete term's fees whether or not such notice is given.
- 1.9** Due to UK Border Agency rules which came into effect in March 2009, the School is unable to take non-EU students on either of the Foundation Courses unless they have UK residency with indefinite leave to remain.

## **2 Payment and Fees**

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- 2.1** All deposits payable in respect of courses are non-returnable until six weeks after the successful completion of the course save in the event that a course is cancelled by the School or otherwise at the discretion of the School. Repayment of deposits will take place within six weeks of the successful completion of the course.

- 2.2** Students will not be permitted to commence any course or part thereof unless all fees due are paid in full. Fees for the Three Year and One Year courses are to be paid in advancement of the term. Fees for the Foundation Courses are to be paid in advancement of the course. Fees for non-EU students are to be paid in advancement of the year.
- 2.3** All fees payable in respect of courses are non-returnable save in the event that a course is cancelled by the School or otherwise at the discretion of the School.
- 2.4** In respect of courses that last more than one year, fees are set annually in April. The School reserves the right to make reasonable increases in fees from year to year.
- 2.5** Dance and Drama Awards are offered in accordance with Learning and Skills Council guidelines. Students should note that DADAs may be withdrawn from students whose work or conduct is of an unacceptable standard.

### **3 Exclusion and Expulsion**

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- 3.1** In the event that the School considers that a Student is in serious breach of any of these Terms and Conditions or any regulations issued from time to time by the School, or if the behaviour of any Student is disruptive or likely to bring the School into disrepute, the School reserves the right to exclude any such Student from any such course or part thereof.
- 3.2** In the event that the School considers that a Student's attendance is unsatisfactory or any Student's progress inadequate, the School shall have the right to exclude that Student from the course.

- 3.3** Any decision to exclude any Student will be taken by the Principal and only after the Student has been given a reasonable opportunity to state his or her case.
- 3.4** In the event that any Student is excluded or expelled, no fees or deposits will be repaid to the Student and the School reserves the right to seek payment of the balance of any fees due in respect of the course which will become immediately payable by the Student to the School.

## **4 Regulations**

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- 4.1** The School may from time to time introduce regulations for the better running of the School. All Students enrolled at the School shall be expected to adhere strictly to any and all such regulations.

## **5 Limitation of Liability**

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- 5.1** The School shall accept no liability for the loss of or damage to the personal possessions of the Students during School hours or otherwise irrespective of whether such possessions might be used by the Student for the purposes of any course.
- 5.2** It shall be the responsibility of any Student at the School to maintain insurance against the loss of or damage to personal possessions.
- 5.3** Damage to or loss of School property or items hired or borrowed by the School must be paid for by the Student or Students responsible.

- 5.4** The School shall accept no liability for injury to any Student attending the School or any activity related to the course whether organised by the School or otherwise save to the extent that such injury shall be caused by the negligence or default of any member of staff of the School or any default on the part of the School.
- 5.5** The School shall not be liable for any failure or delay in performance of any of its obligations and shall not be liable to return any fees or make pay any compensation where the inability to perform has arisen from or is attributable to acts, events, omissions beyond its reasonable control, including but not limited to fire, flood or other natural disaster; war, threat of war or armed conflict; terrorist attack, civil commotion or riots; explosion or accidental damage; collapse of building structures; or failure of utility service.

## **6 Course Content**

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- 6.1** The School reserves the right in appropriate circumstances to alter, vary, omit or substitute any part or parts of any course described in the prospectus or any other promotional material published by or on behalf of the School.
- 6.2** Without prejudice to paragraph 6.1 the School will use its best endeavours to ensure that course content will substantially accord with that described in the prospectus.
- 6.3** In the event of any change in course content the School will have no liability to refund any part of the course fees.

## **7 Warranty**

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**7.1** The School does not warrant that any Student will have any particular skills or expertise at the end of any course offered by the School. In particular the School does not warrant that any Student will secure employment whether full or part time or otherwise.

## **8 Accommodation**

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**8.1** The School will endeavour to assist Students in locating suitable accommodation for the duration of any course attended by a Student, but does not accept any obligation to do so nor does the School in recommending accommodation accept any liability for the suitability, security or otherwise of such accommodation.