

# TERMS & CONDITIONS

- Tuition fees are invoiced each half term and are payable by your 1st class.
- Fees paid late will incur a £5 late payment charge which is payable with your fees.
- If fees remain unpaid by the last week of half term and no contact has been made to the office or the Principal, the class place will be released to the waiting list.
- Fees can be paid via bank transfer only to the following account details:

Gillham School of Performing Arts Ltd  
Sort Code: 30-90-76  
Account Number: 27091360  
Reference: Childs full name

- All fees are non refundable under all circumstances.
- In the unlikely event that a class is cancelled by GSPA, you will be credited for the cancelled class on your account.
- Students wishing to join any new classes will be added to the waiting list for the next intake (either September or March). Priority is given to existing students.
- Students wishing to discontinue a class must give half a terms notice IN WRITING to the Principal.
- Students are expected to commit fully to all classes. GSPA has an extremely packed calendar and repeated absence from lessons is not accepted.
- Students who are unable to attend class due to sickness or other legitimate reasons should email the school as soon as possible.
- If a student misses 4 classes in a row without contacting the school they will be removed from the register and should they wish to return, will have to re-join the waiting list.

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- Students must wear the correct uniform to classes at ALL times.
- Students are expected to work to their full potential at all times during class.
- Disruption or bullying will not be tolerated.
- No chewing gum is allowed in class.
- No food or drink except water is allowed in the studio.
- No Tap Shoes, outdoor shoes or heels are to be worn in Studio 1 at any time.
- Mobile phones MUST be switched off at all times during class.
- GSPA cannot accept responsibility for any valuables brought on to the premises.
- Our Staff and Teachers have the right to be treated with respect at all times and we reserve the right to ask any student or parent to leave the premises if they are abusive either verbally or physically either towards staff, students or parents.

Gillham School of Performing Arts will often take pictures or videos during classes and performances to share on our Social Media pages or to use for promotional purposes.

If you are unhappy with your child being pictured or filmed then please advise the Principal in writing at your earliest convenience.

