



STUDENT TERMS & CONDITIONS

General

- All students under 18 must have the permission of a parent/guardian in order to attend classes.
- All enrolments onto weekly courses are for the full academic year. If a student would like to stop their classes, we must receive written notice a term in advanced.
- On confirmation of registration, invoices will be sent out in accordance with your preferred invoicing option. Termly payments are preferred with monthly payments as an alternative option. Payment must be made to ensure students can continue with classes.
- It is assumed that all students who sign up will be continuing with their course for the full academic year (all three terms). If any student wishes to leave the course part way through that year, they must give sufficient notice in writing, one month before the date of departure. Failure to do so will result in the clients having to pay the next invoice in full and will not receive a refund on classes not attended.
- Letters sent as reminders for late payment of fees will incur a charge of £10 per correspondence.

Attendance & Student Safety

- On joining the Academy, students and parents acknowledge that they are making a commitment. Regular weekly attendance is essential. Students who regularly miss classes may be asked to leave the course and will lose their place, if seemed necessary. In this instance, no refunds will be given.
- Attendance is particularly key for the end of year Showcase rehearsals and failure to commit to classes and rehearsals during this period may result in removal from certain choreographic numbers.
- Students should arrive a few minutes before class to ensure that they are ready for the course start time, and collected at the designated time at the end of the class.
- Late arrivals can be very disruptive for everyone involved and therefore should be avoided. Students are permitted to arrive up to a maximum of 10 minutes in advance of class start times.
- Shauna Olivia Studios is responsible for students from the course start time, until the time stipulated for the class to end.
- In the event that a student is going to be absent from their weekly class, please contact the Miss Shauna in advance to let us know at shaunaoliviastudiosuk@outlook.com or 07526851963.
- If a student is sick please respect the child, other students and teachers by keeping them at home and informing us.
- No refunds are available for missed sessions or illness.
- Shauna Olivia Studios reserves the right to refuse admission to a course or withdraw a student from a course if their behaviour is detrimental to the enjoyment or development of the other participants.



- It is important that on joining the Studio, students and parents acknowledge that they are making a commitment. Regular weekly attendance is **essential**. Students who regularly miss classes without good cause and prior notice may lose their place.

Clothing, Uniforms & Equipment

- Due to the nature of the classes, it is advisable for students to bring along a bottle of water clearly marked with their name. This way they can take a sip as and when needed. No juice or fizzy drinks will be allowed in the studios.
- Students may find it useful to create a folder in which to store all of their course hand-outs and notes. Over time this file will become a valuable resource to revisit.
- Hair should be away from the face. This is to ensure that it does not become a distraction, restrict visibility of the face when acting and to allow for free movement. Students with long hair should either come with their hair tied back away from the face, or else bring a hair tie with them to every class.
- For safety reasons earrings should not be worn unless small studs.

*NB-we do not allow any students to wear the split sole trainers in classes. They look great on a professional dancer as they have strong enough feet, they are not suitable for all students. They can cause problems short term and long term for a growing student.

*NB: If you choose to purchase tap shoes elsewhere (not from the Academy), please ensure you kindly buy them with the heel taps already fitted. The reason for this is that if bought separately the following can happen

- On purchasing the heel taps separately, you will then need to pay a cobbler to get them fitted which is not cost effective and will end up being more expensive.
- Heel taps purchased and attached separately will potentially damage the dance flooring. The screws hardly ever sit flat into the tap and therefore 'score' the floor and damage it.

Please note: After the first week, students failing to conform with our uniform regulations will not be permitted to take part in the class. If you have any problems or questions regarding the clothing regulations, please contact Miss Shauna directly, thank you.

We strongly advise that student clothing and items are marked clearly with their name.

All personal belongings brought to classes are the responsibility of the parent/participant. Shauna Olivia Studios does not accept responsibility for any lost or damage to personal possessions.

Venues

- We ask that students and clients please respect all venues.
- Students are not permitted to enter the studios until invited by their teacher. During break times between classes/ rehearsals we ask that students vacate the teaching studios unless a member of staff gives permission in advance. There is a kitchen where students can wait.



- Parents are responsible to bear the cost of any property or facility damage caused by themselves or any children.
- Please do not wear outdoor shoes in the studios as this makes the floor dirty. Certain shoes such as high heels and white trainers, can also mark and damage the floor and we ask are not worn in class.
- Please put all rubbish in the bins provided and leave the space as you found it.

Payment & Fees

All parents/guardians will be invoiced termly and must pay their fee's **before** starting classes. For those of you who wish to start a monthly payment plan, you must inform the school principal Shauna McCarthy, so she can set this up for you. Please note, that if you opt for a payment plan there will be a small surcharge.

Please consider the following before enrolling:

- Missed lessons will not be deducted from the bill
- Half a terms notice must be given and paid for if lessons are to be discontinued
- All invoiced will be sent via email
- Fee's can be paid online through our online portal or by BACS
- Reminder emails will be sent if your payment has not been paid by the due date. Please note that if you have received an email, you will have been charged a £5 late fee
- All late payments will incur a late payment charge of £5. If payment is still outstanding after the reminder email, the student will not be permitted into the class and an additional £5 charge will be applied

Class Prices

Pre School Classes	£6.00
Primary Classes	£6.25
Junior Classes (Grade 1)	£6.50
Intermediate Classes (Grade 2-4)	£6.75
Senior Classes (Grade 5+)	£7.00
Performing Arts Classes (2h 15m)	£12.50
Adult Classes	£7.50
Invite Only Classes	£7.50
Private Classes 30 Minutes	£15.00
Private Classes 45 Minutes	£22.50
Private Classes 60 Minutes	£30.00



Shauna Olivia Studios

Trial

We offer one free trial for all new students to see how your child get on before committing to enrol into weekly classes. If you choose to continue lessons we will invoice you for the remainder of the term. For existing students wanting to take part in a new genre, they can try the class for half price.