

Artistry in Dance™

TERMS AND CONDITIONS

Please view the Terms and Conditions below, where there is a T&C, COC or FAQ noted please ensure to read Dance Force United's Code of Conduct in conjunction with Frequently Asked Questions for further rules and regulations. DFU COC AND FAQ's can be found under the resources tab (useful links) via our website, and/or to the left of the DanceStudio-Pro parent portal login and under waivers and policies once logged into DanceStudio-Pro parent portal.

REGISTRATION AND ENROLMENT –T&C AND FAQ

Registration is open year-round and processed via our software program DanceStudio-Pro. Please note acceptance of our T&C's is automatic and dated as per the start of your registration/enrolment. Please note once enrolled it is **not** a requirement to reregister for each new dance year as enrolment is ongoing, however, it is a requirement for parents/guardians/students to ensure all personal information; addresses and/or medical are kept up to date via DanceStudio-Pro parent portal.

DECLINATION OF ENROLMENT – T&C

DFU reserves the right to decline any enrolment based on the premise in which we at Dance Force United feel you as the dancer and/or, family/guardian/s have failed with the up-keeping of Dance Force United Ethos, Code of Conduct, and/or T&C's, or alternatively whereby the assessment of the information provided during registration under the "medical" category you are considered as "high-risk" due to injuries or medical conditions previously or currently stated.

DANCE TERM FEES AND PAYMENTS –T&C

Dance Fees are paid termly in advance. Fees are charged to your account ahead of each term via the DanceStudio-Pro parent portal. A statement is sent once accounts have been charged and are due for payment, reminders of overdue accounts are sent automatically.

Should you and your family have financial difficulties, please speak with us and we will be happy to provide a payment plan for the term/year.

***NB:** A discount of 5% is offered to those enrolled in 3 or more disciplines; please view our pricing structure.

***NB:** Please kindly note all statements must be paid **within two weeks** of receipt to avoid the late payment fee of £10.00.

***NB:** Missed classes are strictly non-refundable nor transferrable.

REFUNDS - T&C

We **do not** offer refunds and/or credit notes for classes/workshops and/or intensives once registered and enrolled. Should you change your mind or need to change classes due to timetable conflicts please speak with us and we will offer you the opportunity to change to another suitable class.

NOTICE PERIOD - T&C AND FAQ

Should you wish to take time off or have a change of heart, we kindly ask for a **6 week** notice period prior to the end of any current term, not including any holiday weeks. Notice is to be sent via email to info@danceforceuk.co.uk - should your family fall short of the allocated notice period, your family will be considered liable for the upcoming dance term and fees will be charged to your account or to the debit/credit card on file.

***NB:** We will not accept notice in any other format other than a **formally written e-mail**.

PERSONAL SAFETY INFORMATION –T&C

Should any personal information (medical/injury/emergency contacts) stated in the registration process change throughout the course of the year, we kindly ask you inform us immediately, ensuring your child/children's information is always kept up-to-date or alternatively all information can be changed and logged via your account on DanceStudio-Pro parent portal.

***NB:** We cannot be held accountable in an emergency should your information on file not be up to date.

FREE TRIALS –T&C AND FAQ

Trials are offered for all classes, except for the C&P Team classes which are invite-only based and the Adult Grooves class which is a pay as you go class.

***NB:** Free trials are not available for classes previously trialled and/or previously registered for.

OPEN WEEK/BRING A FRIEND WEEK –T&C AND FAQ

All classes are open to friends of DFU students during this week, we ask that DFU students please support this week by bringing along a friend or two. Open week is held on the first week of Spring Term. Please note it is a requirement to notify us of any friend's that may be joining open week, should we not receive the relevant information the DFU friend will unfortunately not be allowed to join.

ABSENTEEISM – T&C, FAQ AND COC

ABSENTEEISM	LOGGING ABSENTEEISM	DANCERS' DUTY
<p>We kindly ask that absenteeism be kept to a minimum to avoid causing disruption to classes. Term dates are set in advance, please do your best to keep to the specified dates.</p> <p>*NB: Missed classes are strictly non-refundable nor transferrable.</p>	<p>Absenteeism must be logged via the DanceStudio-Pro parent portal as a courtesy measure to faculty and DFU. We kindly ask to please avoid using the WhatsApp as a "quick" means of contact, unless for emergency purposes.</p> <p>Faculty will log absences on the registers regardless of notification and an automated follow-up email will be sent as a courtesy measure.</p>	<p>If you are absent, it is your duty to catch up on any missed work. Class plans and timelines are prepared in advance, the time will not be made to retrace and reteach once the work has been covered, particularly when in preparation for examinations, concert, and/or competitions.</p> <p>Please take the required responsibility for your dance training and courtesy towards your teachers and fellows by knowing your work.</p>

UNIFORM – T&C, FAQ, AND COC

DFU has a compulsory uniform, please view the **uniform shop** under the resources tab via our website for both list of requirements and suppliers. Please note there may differing attire required for examinations in accordance with ISTD and RAD list of requirements, which shall be sent prior to examinations.

***NB:** It is a requirement to wear your uniform within the guidelines of our COC.

PUNCTUALITY – T&C AND COC

Students must be punctual - arriving 10-15 min prior to their allocated dance class.
Students later than 10 minutes will be unable to participate and will cause for an automatic forfeit of fees paid.

DROP OFF AND PICKUP – T&C AND COC

Minors must be accompanied to their class and handed to the dedicated faculty member in accordance with their classes and **must at no point** be dropped off at the entrance of any one of our venues as we are not the only groups within the vicinity, the same goes for pick up; all minors must be picked up directly from their class and not expected to meet at the front. We will not hand a child over to anyone we do not know; should you need someone to pick your child up that is not their legal guardian as per our records we ask for written permission to be sent to info@danceforceuk.co.uk in a timely manner in order to assure effective communication between administration and faculty. Students 12&over gaining certain liberties must have written permission from their parents and/or guardians sent to DFU via e-mail relinquishing DFU of all responsibility should they be dropped off at the entrance of any of our venues or be responsible for getting themselves to and from class.

***NB:** Juniors that have a lunch break on Saturdays prior to The C&P Team are permitted to stay in the Theatre under the supervision of the allocated faculty member.

SAFEGUARDING – T&C AND COC

We are highly committed to the safety of our students whilst under the supervision of DFU, as such, all minors must be handed over to the dedicated faculty member in charge of their specified class and must not be left with any other faculty member that is not their usual teacher.

All students 9&under must be supervised by either a faculty member or HotsStepper to the ablutions and is not permitted to go alone.
All students 10&over must go to the ablutions in pairs. This includes moving within the building from one class to another during the dance day – all students 9&under must be accompanied by their dedicated faculty member or HotStepper and students 10&over must move through the building in pairs or in groups.

***NB:** Please ensure you are familiar with DFU pick-up and drop-off T&C and COC.

***NB:** Please contact us for further details or queries as to our Safeguarding Policy.

VOID OF ACCIDENTS – T&C AND COC

Please ensure the floor is clear of any obstacles prior to your dance classes i.e., dance bags, shoes, coats, water bottles etc.

DANCER'S RISK – T&C

DFU does its best to maintain and practise industry level dance instruction and practises whilst continually working toward a happy and safe physical and psychological dance environment. However, due to the nature of dance and the expectancies of dancers within this art form, each step onto the dance floor is at your own risk.

DANCER'S DUTY OF CARE – T&C

DFU ensures to practice effective, and safe dance instruction. However, considered dancers duty of care to learn and adopt a safe and diligent manner of training/learning towards their dance practice to avoid injuries and/or harmful behaviour to oneself and/or fellows. This includes prior and after class i.e., warmups and cooldowns.

INJURY – T&C

It is imperative to notify your dance instructor before any class as to any injury or whether you have been advised by a qualified medical practitioner to implement modifications. Learn to apply and adapt these to your own dance practice or in the case where you may not be sure, ask for help in modifications for exercises that you may find overly difficult. Please note – any modifications applied will not qualify as an excuse for poor body conditioning and/or exempt you from a lazy or undesirable attitude toward your dance training, regardless, a concerted effort will still be required of you or alternatively you may be asked to take the suitable time required for injury purposes until such time in which you are able to return and practise conscientious dance training.

EXAMINATIONS – T&C AND FAQ

Examinations are held annually - based on availability. It is not compulsory to do examinations, however highly recommended.

***NB:** Please note fees for examinations are due upon registration and are strictly non-refundable.
Should you opt-out of an examination it is considered an automatic forfeit of fees.

CONCERT – T&C AND FAQ

DFU holds an annual concert which takes place at the end of the Autumn Term, concert is not compulsory, however highly recommended as a wonderful way to build rapport and a strong dance culture within our studio. All information/packages regarding concert will be sent out via newsletters.

***NB:** T&Cs are applicable, i.e., costumes, USB orders, photo orders, and tickets fees. We kindly ask to please take note of all admin deadlines as well as all costume/make-up and hair information as sent via the newsletters and packages.

***NB:** Costume fees are applicable; we endeavour to make this affordable for all.

***NB:** We will kindly ask for each family to try to sell a minimum set number of tickets to ensure the venue is sold out.

PHOTOGRAPHY AND VIDEOGRAPHY - T&C AND FAQ

Dance Force United reserves the right and is permitted to use any photography and/or videography of DFU students and friends taken during dance classes and/or events, workshops, intensives, competitions, charities etc. for the purpose of Media meaning, all forms of media including Press, Television and Social Media and/or any form of advertising.

***NB:** Should you wish your child not to be photographed or videoed, please kindly let us know and/or log your request via the Dancestudio-Pro parent portal under the **photo opt-out button**.

***NB:** Should you opt-out of public photography, please bear in mind when allowing the participation of your child in concerts and/or workshops etc. as in this case we cannot be held liable for their exposure.

***NB:** We are highly committed to our duty of care and use all material in a conscientious manner to ensure the protection and safeguarding as well as the wellbeing of all our DFU students and families.

ANNUAL PHOTO SUBSCRIPTION – T&C AND FAQ

***NB:** Please view the above concerning photography and videography.

DFU offers you the opportunity to follow your child's dance journey via an annual photo subscription. The price includes all photos taken throughout the allocated year in either dance classes and/or events, workshops, intensives, competitions, charities, and concerts etc. The fee is £75.00 per annum for full gallery or £35.00 per annum for concert photos only - to subscribe please view the gallery tab under resources via the website and fill in the form or email us on info@danceforceuk.co.uk
Single photo purchases are available via the gallery tab for those one-off moments.

***NB:** The subscription is valid for a full year and a new form will be required every year to subscribe, once the fee has been charged cancellations are not possible for the allocated year.

***NB:** C&P Team, where the annual fee does not cover the price of photos from competitions a link or relevant information will be sent to C&P Team privately for you to purchase these direct from the individual competition photographer.

WORKSHOPS – T&C AND FAQ

Selected workshops are held throughout the year for the advancement of DFU students, workshops times are held during the technique and conditioning class timeslot and is at an additional charge of £10 per workshop - registration and payment for a specific workshop is required in advance and can be done via the homepage of the website or the relevant Newsletter and link.

***NB:** NO REGISTRATION, NO DANCE or alternatively the fee will be charged to the relevant students Dancestudio-Pro account.

COMPETITION AND PERFORMANCE TEAM - T&C AND FAQ

Elite and Competitive Programme.

The Competition and Performance Team class is specifically catered to cover all choreographic work required for competition seasons. C&P Team members are to please view all information pertaining to the C&P Team in the C&P Team handbook located under your files section via Dancestudio-Pro parent portal for this specific class.

***NB:** DFU C&P Team classes are an invite class only, invites are based on an audition process.

Please view the website for the next upcoming audition and to register your interest.

***NB:** Please view our programmes under the classes tab for further information.

PARENT WATCHING WEEK – T&C, FAQ AND COC

Parent watching week is held at the end of a specified term, DFU invites all parents/guardians to participate. This week can also be used as a tool to ensure your child/children are on the correct path toward their dance goals and aspirations.

Feel free to stay and watch other classes.

BODY CONDITIONING – T&C, FAQ AND COC

DFU offers a technique and conditioning class to maintain healthy body conditioning - the athleticism and atypical range of movement required of dancers in today's industry provide reasonable challenges and continual risks within the art form. Please make the most of this class and ensure to practise the exercises as part of a regime at home to best create healthy habits.

***NB:** The Technique & Conditioning class must be taken in conjunction with another discipline to receive the discounted rate of £25.00 or it will be charged at the full 60min class rate of £140.00.

NUTRITION, WATER AND LUNCH BREAKS – T&C AND FAQ

Maintenance of the dancers' body, mind and spirit is essential. This includes proper and correct nutrition including hydration - elements all aiding the longevity of a dancers' career. Please ensure to have sufficient food and water in accordance with your dance schedule, 500ml of water for a day of dance is simply inadequate. In the event in which you have not had a sufficient lunch break - please put your hand up and ask for one. Faculty cannot keep tabs on everyone's thirst or hunger level; however, this does not prompt for a tea party during dance class, and we ask that you use common sense as to when will be most suitable to have your breaks in accordance with your dance schedule, the same goes for toilet breaks - please just ask.

***NB:** Please view T&C's concerning ablution breaks for children regarding safeguarding.

COMMUNICATION – T&C, FAQ AND COC

We continuously strive for clear and open communication most specifically up-to-date information regarding your child's dance instruction.

We kindly ask that any queries, problems and/or concerns please be emailed to the office at info@danceforceuk.co.uk

Faculty are not to be addressed during their already very tight schedules.

We endeavour to respond to all e-mails within a 24-48hr period. Please e-mail all matters and queries within reasonable and sufficient time. Take responsibility and ensure that all communicate albeit via e-mail, Dancestudio-Pro parent portal or WhatsApp be read ensuring you are up to date with current activities and important information, please view our Privacy Policy in the way we use your Personal Information.

***NB:** Parents/Faculty and Students are not permitted to issue or exchange personal details nor to be contacted privately or organise private tuition without the prior consent of Dance Force United.

***NB:** Please view the below concerning our communication with you i.e., mailing lists etc.

MAILING LIST – T&C

Dance Force United uses a mailing list which allows for us to keep you in-the-know as to the day-to-day events of the studio. Please ensure our e-mail address is in your contacts to avoid e-mails ending up in your spam file. Should you wish not to be on our mailing list, please let us know or simply unsubscribe, however, this will mean that you will receive no further notifications or communications on the happenings of DFU, thus we cannot be held responsible should you miss out on important information regarding your child's dance practice.

***NB:** Please view our Privacy Policy and Terms of Use for any queries concerning how your information is collected, used, and stored.

WHATSAPP – T&C

DFU uses WhatsApp messages for emergency purposes and for a quick form of communication i.e., class changes/cancellations or emergencies. We kindly ask that should there be any queries on your behalf to please forward these to info@danceforceuk.co.uk ensuring all queries are answered, addressed, and filed in accordance with sufficient time. Should these queries be sent via WhatsApp we cannot guarantee that your question may be addressed. Please try to avoid last minute messages prior to class, disturbing faculty during teaching, ultimately detracting from others' lessons.

***NB:** Please do not use Whatsapp as a form of logging your child's absence, this must be done via Dancestudio-Pro parent portal.