Payments, refunds, and cancellation Policy

**Payments:**

Lessons can be paid for on a weekly basis, or you can pay for a half-term at a time or a full-term at a time. Any payments can be made via cash or bank transfer.

* Bank transfer – If bank transfer is chosen on the enrolment form, I will send out an invoice via email which will have our bank details written on. Bank transfers must be paid upfront before the date specified on the invoice.
* Cash – If cash is chosen on the enrolment form, I will send out an invoice via email explaining the costs. If half-termly or termly is chosen, the full amount stated on the invoice must be handed to the teacher on arrival of the first lessons (date stated on the invoice). If weekly is chosen, the weekly amount as stated on the invoice must be handed to the teacher on arrival of each lesson.

I reserve the right to not let your child partake in the lessons if payment has not been received.

**Refunds:**

If classes are missed due to illness, holidays, or other commitments, you will not be entitled to a refund. However, refunds for unavoidable medical appointments can be discussed at my (Ellie) discretion.

On the rare occasion that extreme weather conditions affect lessons, and we feel it is in the participants best interest to close, we will cancel lessons and notify everyone via email, Facebook, and Instagram in the morning. If lessons are missed due to weather conditions, any costs already paid will be taken off the costs on the next invoice.

In the event that government guidelines and restrictions relating to Covid-19 or any other health related crisis suspends physical attendance in dance classes, all available effort will be made to transition classes to virtual attendance via applications, such as but not limited to, Zoom. Payments will remain outstanding, and refunds will not be available. This is to ensure that classes can continue to operate during this challenging period and again once the restrictions are lifted and the school returns to normal scheduling.

**Cancellations:**

If you choose to leave Inclusive Academy Dance School, we will require 4 weeks paid notice. If you have paid for more than 4 weeks already, you will be refunded for the lessons after the 4 weeks’ notice period.

Policy to be reviewed no less than once every six months.

Reviewed: 16th February 2022

Signed: E Andrews