

Debut Dance Academy

Admissions and Fees Policy

Debut Dance Academy is a dance and drama club which provides performing arts tuition to children between the ages of 4 and 16.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- Details of the **Timetable and Fees**
- Registration form, Terms & Conditions, photo permission form

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, i.e Application form, photo permission forms etc and have purchased the subscription for their chosen class(es) before their children can attend.

Upon registration, students will be required to purchase a DDA t-shirt to wear as their uniform. T-shirts are £20 and are personalised with the student's name. Payment can be made to the principal via bank transfer. All students must have their t-shirt on order before their first class, whilst their order is processed, students are able to wear a black t-shirt for classes.

Once booked, if a child does not attend for any reason, you will still be charged for this class. If you wish to cancel altogether, four weeks' notice in writing is required.

Fee structure

- Fees are payable on a monthly basis
- Fees must be paid via monthly subscription which is set up via www.debutdance.co.uk/debut-dance-academy-classes
- Fees are charged for booked sessions whether the child attends or not
- Fees are based on a 37 week school year, divided equally into 12 monthly payments.

Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to the Principal.

If fees are not paid, DDA will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the principal as soon as possible.

Where there is no explanation for repeated late payment, the Principal will contact the parents or carers to discuss payment options. DDA may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at Debut Dance Academy being withdrawn.

If the fees remain unpaid after all the above options have been explored, DDA have the right to cancel the child's place.

This policy was adopted by Debut Dance Academy	Date: 20 th July 2025
To be reviewed: August 2026	Signed: S Higham