



Termly fees are due at the start of each term and the term's invoice will be emailed to you on the email address that you have registered with. In the event of non-payment of fees, a reminder invoice will be sent. If payment is not made after the reminder invoice, we reserve the right to refuse to allow a pupil to return to classes, unless a payment plan has been put in place with agreement of the Principal, Samantha Clay.

All fees are non-refundable once payment has been made, regardless of whether you choose not to, or are unable to complete the term's classes.

To terminate attendance to any class, 4 weeks notice must be given. This does not mean that any remaining weeks will be refunded. There are no refunds to payments already made.

If a class is cancelled due to the sickness of the teacher or any other unforeseen event, we will try to reschedule the class. This may be on a different day and time from when the class was originally scheduled or it might involve an extension to the term dates. Where it is not possible to reschedule a class, we will apply a credit to the following term's invoice.

Clays Dance Academy (CDA) reserves the right to alter the advertised teaching schedule and teaching staff without prior notice. Any changes to class or teachers will be communicated in written format as soon as possible. Please ensure your contact details are always up to date and check communication methods regularly for any changes.

We offer trials for all classes on the timetable. In the case of trial classes, an invoice will be raised if a student decides to join the class following the trial.

Students are expected to attend classes regularly, punctually and wearing the correct uniform. The uniform should be worn to every lesson and should be clean and neat. All students should wear their hair in a bun for class. Jewellery and watches must not be worn for reasons of safety and presentation.

Please do not bring food and drink into class other than water bottles.

Students are not permitted to use mobile phones or other electronic devices during a class and such items must be switched off or set to silent mode.

Decisions about a pupil's suitability for a particular class or whether a pupil is ready to be entered for an examination are reserved for the class teacher based on their professional judgment and assessment of a pupil's progress. Parents will be notified by email if their child is ready to be entered for an examination.

Physical contact may be necessary from time to time, by teaching staff at CDA. It may also be required to offer comfort to distressed children or to administer First Aid. Please refer to our Children and Vulnerable Adult Protection Policy. If you have any concerns please contact the Principal.

CDA does not accept liability for loss or damage to property. Nor does it accept liability for sickness, personal injury or death of any participants unless directly caused by proven negligence of the Company or its staff. Where misleading or incorrect information is provided on the registration form, CDA will not be held responsible for any personal injuries or otherwise.

Organisers and their staff, providing the facilities where classes and activities are conducted are under no liability whatsoever in respect of personal injuries or loss or damage to property whilst attending activities and neither CDA nor the organisers providing the venue shall be liable for direct or indirect losses if the venue or facility we use closes.

Our Public Liability Insurance policy covers all children under our care.

Clients, Students, Parents and Carers are required to acknowledge acceptance of these Terms and Conditions when completing our Registration Form. Enrolment to CDA is subject to agreement of these Terms and Conditions.

September 2026