

Booking Terms and Conditions

Statement

The Booking Terms and Conditions will be used in conjunction with the TRS Policies and Procedure Documents.

This document applies when a participant and/or their parent/carer/designated responsible person books for them to attend one or more lessons with The Right Step Dance Company and relates to both paid and free lessons.

The term 'those involved' is used to describe participants, parents, carers, designated responsible people, organisation staff and The Right Step Dance Company's Staff.

The term 'organisation' refers to the school, care home or other organisation who has allowed the dance lesson to take place.

Aims

- For participants and/or parents/carers/responsible people as well as TRS staff to understand our booking terms and conditions.
- For the Booking Terms and Conditions to be fair and considerate to those involved.

Procedure

- A booking form must be completed prior to starting a workshop or lesson.
- By completing a booking form for one of The Right Step Dance Company's lessons, the person making the booking is confirming the booking for at least one workshop, set of workshops or a term of lessons as stated in The Right Step Dance Company's advertisement.
- Bookings for after school clubs are for a term of lessons.
- By completing a booking form the participant and/or their parent/carer/responsible person agrees to The Right Step Dance Company's Policy and Procedure documents.
- By completing a booking form the participant and/or their parent/carer/responsible person agrees that all involved will follow government guidelines as well as The Right Step Dance Company's Policy and Procedure documents in relation to Covid-19.
- By completing a booking form the participant and/or their parent/carer/responsible person agrees that The Right Step Dance Company reserves the right to exclude a participant who disrupts the lesson regularly and/or in a way that endangers those involved or damages property and/or the building.
- By completing a booking form the participant and/or their parent/carer/responsible person agrees that the organisation is responsible for the participant as per the organisation's usual policy and procedure once the dance lesson ends and until the parent/carer/responsible person picks up the participant.
- By completing a booking form the participant and/or their parent/carer/responsible person agrees that any damage to a person or object caused by the participant, is the responsibility of the parent/carer/responsible person.

Payment Terms and Cancellation

- Payment is required when booking via the booking system.
- If booking is not made the participant will not be allowed to participate in the lesson.
- If payment is not made the participant will not be allowed to participate in the lesson.
- Fees are non-refundable except in the circumstances listed below.
 - If 6 consecutive lessons are missed and the dance teacher and/or The Right Step Dance Company was informed prior to the absence, a refund will be issued.
 - If a dance lesson is cancelled due to dance teacher absence and a cover teacher or alternative lesson is not provided, a full refund will be issued.
 - If a dance lesson is cancelled due to low participant numbers, a refund will be issued.
 - If a dance lesson is cancelled due to cancellation by the organisation (school, care home etc.) and less than 7 days' notice is given, no refund will be issued. If more than 7 days' notice is given a refund will be issued. This is because the dance teacher must still be paid.