



### **KGTAC Class Terms and Conditions**

1. Signing Up
  2. Student & Parent Code of Conduct
  3. Fee's and Payment
  4. Child Absence's
  5. Class cancellation's or Re-Scheduling
  6. Handing in Notice
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#### **1. Signing Up to Starcast Classes**

Signing up to our classes couldn't be easier. Simply head over to the Contact page **HERE** and get in touch with your local school. You should then receive an email from your schools principal with finer details such as deposit and trial information plus an enrolment form.

#### **2. Student & Parent Code of Conduct**

By payment of your child's deposit you adhere to all Kiri Golding Theatre Arts Club Terms & Conditions. You can check out our full Code of Conduct **HERE**

#### **3. Fee's and Payment**

All fee's are due 2 week prior to a new term commencing and should be paid in FULL by the start date of the term. If you have opted for the two part payment, this will need to be confirmed by your Principal, Kiri Golding. If this has not be confirmed in writing, payment will need to be made in full.

Through our online system invoices will be generated onto your child's account and payment can be paid using the BACS details on the invoice.

Alternatively you can use pay in cash or cheque. All cheques will have an admin charge of £2.50, any cheques that do not included this fee will not be taken.

Late payments will incur a 10% late fee added to their invoices after one month from the start of term. This is non negotiable and legal action may be required should outstanding bills remain unpaid.

If your bills remain unpaid, your child will loose their place within the school and wont be asked to return until all fee's are paid and cleared in full. Legal action may be required should outstanding bills remain unpaid.

#### **4. Child Absence**

Should your child be unable to attend a session for whatever reason, you should notify your school Principal especially if your child has a contagious illness.

You can do this via email, text message or phone call. Any missed session you are responsible for will not be refunded or carried across to another session or term.

#### **5. Class Cancelations or Re-scheduling**

We try our very best to avoid cancelling class where possible but in the unfortunate event we do (i.e. pandemic, unpredictable weather conditions) we will always do our best to re-schedule and add onto an extra term or deduct the cost from a new term.  
We do not offer refunds for any classes cancelled.

#### 6. Handing in Notice of Leave

Should your child wish to stop attending sessions, half a terms notice (6 weeks) is required in writing (this can be in email form).

If we do not receive half a terms notice, half a terms fees in lieu will be due.

i.e: You will be liable to pay 50% of the fee for the forthcoming term.

This is *non negotiable* and legal action may be required should outstanding bills remain unpaid.