

### **Terms & Conditions**

1. Fees are paid monthly. Fees are payable depending on how many weeks are in a specific. E.g. 4 or 5 weeks. If the class term for any month is less than the stated 4 or 5 weeks, your monthly bill will reflect the classes taken. You will not be billed for any classes that do not take place.
2. All fees should be paid in full no later than one week after the bills are issued. Monthly bills should be issued on the last class of the month. The bill should be settled at the next class after issue. If your account is in arrears by one month or more without prior notification to Gillian Doogan, your child/children may be temporarily suspended from the classes until your account is paid in full or arrangements made to settle all monies owed.
3. If your account is in arrears by more than one month of issue of the bill, you will be charged a £5.00 administration fee for every month until the account is cleared.
4. Any amount owed that is paid by cheque and is subsequently returned as refer to drawer, will be charged at the payees expense at the rate of £12. This charge is subject to change and notification will be given of any change.
5. There will be no refund in full or part for any classes not attended.
6. You are required to give a minimum of 4 weeks notice if you wish to end your contract with the class. If notice is not given and you remove your child from the class, you will still be liable to pay fees in full until notice is given.
7. If you order any items for the dance uniform, all payments will be added to the monthly bill. This must be settled in the same way as stated in paragraph (2).
8. Dance fees are subject to change at any time. Notification will be given of any changes made.
9. In the event of a class being cancelled, an alternate class will be offered. If no alternative class is available, you will receive a refund if payment has been made. If payment has not been made, the monthly bill will be adjusted to reflect the change.
10. Signing the terms and conditions is agreement into contract for the Gillian Doogan School of Dance.