

Spotlight Theatre Dance Studio

Administration Policy

Waiting lists are active for the Theatre Dance classes and work to a first come first serve basis. **IF YOU NO LONGER REQUIRE A PLACE THE MANAGEMENT MUST BE INFORMED.** Upon joining you must complete a registration form; this form is completely confidential and is protected under the Data Protection Act.

Our payment system for all subjects is paid on a monthly basis which must be paid for in advance, payable at the beginning of each month and must be paid by the date stated on the payment envelope. There will be a charge of £5.00 per month for fees that are paid seven or more days late. There are **NO** concessions or deductions for classes not attended. All cheques must be made payable to **H J Whitehead.**

Pupils are entered for examinations when they are confident and have acquired the necessary standard for each level, enabling each child to progress at their own pace. All examinations are held at the studio and are assessed by **external examiners** from the International Dance Teachers Association (IDTA); this is the body that provides the syllabus that we work to. Payment for examinations must be paid one week prior to the exam date, in the payment envelope provided. On notice of the examination day; we ask you to keep the specified day free. The timetable for the examinations **cannot be changed** after it has posted on the notice board.

Please note any examination **not attended** without good cause or notification will result in payment of the exam fee plus a £5.00 administration charge.

Any pupils wishing to take Modern Jazz lessons must already be attending a Technical Ballet class.