***NAPA***

***Nottingham Academy of Performing Arts***

***Terms & Conditions***

We ask all parents and guardians to read and agree to these Term & Conditions before signing their child’s registration form to become a member of NAPA.

New pupils may attend **one free taster session** at the Principal’s discretion.

Class fees at NAPA are payable **one** **month in advance on the 1st of each month.**

Fees are payable via debit card or bank transfer for the first month and via standing order thereafter, without exception.

A 50% discount on a second class is available to all students.

Classes are run 44 **weeks per year** with monthly payments spread over **52** **weeks**:

* £10.50 x 44 ÷ 12 = **£38.50 per month – one class**
* £15.75 x 44 ÷ 12 = **£57.75 per month – two classes**
* £7.00 x 44 ÷ 12 = **£25.67 per month – Little Stars**

In the event of a student terminating their membership with NAPA, we ask Parents or Guardians to cancel monthly standing orders. **NAPA cannot cancel standing orders on the payee’s behalf.**

Should a student leave, fees paid up to the end of that month are **non-refundable.**

 If standing orders remain in place, it will be assumed the student wishes to continue their membership at NAPA and these fees are **non-refundable.**

**Please note.** There are no refunds for missed classes under any circumstances.

If NAPA is forced to cancel a class (for example, due to severe weather or similar circumstances) an extra class will be added at a later date. Additional classes for show rehearsals will be costed separately.

Details provided on registration forms are securely filed at NAPA. They are not forwarded to third parties for marketing purposes. If requested by the client, all details can be permanently removed from files and destroyed. However, no details shall be kept on file longer than a period of 6 months from the date of the termination of a student’s membership.

We regret that due to changes in UK education laws and insurance, we are unable to accommodate students with Autism and other special educational needs within the school.

NAPA also has a no bullying tolerance policy, including online communication. If we feel a student is upsetting other members of the group, disrupting or having a negative effect on other students we reserve the right to ask them to leave the school.