Payments, refunds, and cancellation Policy

**Payments:**

Lessons can be paid for a half-term at a time or a full-term at a time. Any payments can be made via cash or bank transfer.

* Bank transfer – If bank transfer is chosen on the enrolment form, I will send out an invoice via email which will have our bank details written on. Bank transfers must be paid upfront before the first class stated on the invoice.
* Cash – If cash is chosen on the enrolment form, I will send out an invoice via email explaining the costs. The full amount stated on the invoice must be handed to the teacher on arrival of the first lesson (date stated on the invoice).

I reserve the right to not let your child partake in the lessons if payment has not been received.

**Refunds:**

If classes are missed due to illness, holidays, or other commitments, you will not be entitled to a refund. However, refunds for unavoidable medical appointments or wheelchair issues (punctured wheel, broken parts, etc.) can be discussed at my (Ellie) discretion.

On the rare occasion that extreme weather conditions affect lessons, and we feel it is in the participants best interest to close, we will cancel lessons and notify everyone via email, Facebook, and Instagram in the morning. If lessons are missed due to weather conditions, any costs already paid will be taken off the costs on the next invoice.

In the event that government guidelines and restrictions relating to Covid-19 or any other health related crisis suspends physical attendance in dance classes, all available effort will be made to transition classes to virtual attendance via applications, such as but not limited to, Zoom. Payments will remain outstanding, and refunds will not be available. This is to ensure that classes can continue to operate during this challenging period and again once the restrictions are lifted and we return to normal scheduling.

**Cancellations:**

If you choose to leave Inclusive Academy Dance School, we will require 4 weeks paid notice. If you have paid for more than 4 weeks already, you will be refunded for the lessons after the 4 weeks’ notice period.

Signed: E Andrews