

# Susan Handy School of Dancing

ETON WINDSOR OLD WINDSOR DATCHET WOKING ICKENHAM

## REGISTRATION FORM

### PLEASE PRINT

SURNAME: .....

FIRST NAME: .....

ADDRESS: .....

.....

POSTCODE: .....

DATE OF BIRTH: .....

PARENT/GUARDIAN SURNAME (if different from child)

.....

CONTACT TELEPHONE NO: .....

E:MAIL: .....

MOBILE TELEPHONE NO: .....

Has your child any medical conditions we should be aware of  
(ie asthma/epilepsy etc)? Please specify.

PLEASE FILL IN, SIGN AND RETURN THE WHOLE FORM TOGETHER  
WITH THE REGISTRATION FEE OF **£20.00** (NON REFUNDABLE)  
(£15.00 for second or third child).

**Cheques made payable to the Susan Handy School of Dancing.**

For office use only.

Date received ..... Add List Y / N Acknowl/Trial Class letter .....

Class ..... Term .....

Fee ..... Billed .....

### TERMS & CONDITIONS

**Notice Period.** If you wish to discontinue your child's lessons at any time one full term's notice must be received in writing (eg in order to stop lessons at Easter, notice must have been received at the beginning of January). A terms fees will be due in lieu of notice and the School will pursue payment in **all** cases. (Extreme cases on non-payment will be pursued through the small claims courts).

**Suspending Lessons.** Requests can be made to suspend lessons, we will consider every case but it may not be possible to honour such a request. Please note that medical conditions such as broken bones etc will of course be taken into consideration.

**Progress.** The school does **not** send out progress reports, parents are invited to come to the last lesson of every term for 'watching week' and this gives a good indication of progress, as does the opportunity to participate in Examinations when children are ready. Please do not try and talk to the teachers before or after lessons, time is short and this eats into other lessons. If you have got a question or query please email this to the office.

**Absence/Class Cancellation.** Please advise the office of any absences preferably by email. If lessons are missed by the school's inability to provide the class, we will make every effort to provide an alternative date to make up a lesson. However, if classes are suspended due to an act of God, this will not be made up or recuperated, as this decision is out of our hands.

**Fees/Payments.** Invoices will be sent to parents at the end of each term for the following term. This will be done by email. If you are unable to receive an email please advise the office. Payments can be made by cash/cheque or bank transfer (details on invoices). Any difficulties regarding payment should be communicated to the office. As appropriate, letters will be sent out for further payments for activities such as examinations and participation in shows etc.

**Changes.** Any changes to lesson times or class movements will be communicated in writing by email or letter. If you have any changes to addresses/phone numbers or emails please send this to the office email.

**Fees are subject to an annual review.**

**Problems.** If you have any problems, please contact the office at office@susanhandydance.co.uk

**Photographs.** Occasionally photographs are taken (for shows etc) and these can be put on our website and used in advertising. Please indicate here is you **DO NOT** want your child's photograph to be used in this manner

Please tick if you DO NOT want photos to be used in any means

SIGNED: ..... DATE: .....

NAME (please print): .....

I consent to my address/email being used for anything related to this dance school including invoices and updates (MUST BE TICKED FOR GDPR Purposes)

RETURN TO: THE SUSAN HANDY SCHOOL OF DANCING, 20 ETON ROAD, DATCHET, BERKSHIRE, SL3 9AY.  
TEL: 07515 270432 01753 542672 Email: office@susanhandydance.co.uk  
www.susanhandydance.co.uk