



**By completing a class booking form, students and parents agree to the following Terms & Conditions:**

- ▶ I understand that I am committed to a full terms tuition/course with Jam Theatre Company, and that full payment for that course is due at the START of each term.
- ▶ I understand that for 'JammEd' Saturday Theatre School there is a 1 years commitment expected (from Sept - July), and that should I need to pull out during that year the above terms notice is not applicable, and the full years fees are still liable.
- ▶ I understand that NOTICE must be given to Jam Theatre Company **IN WRITING BEFORE THE HALF TERM** in the event of discontinuing any on-going termly tuition, in order to not incur a fee. I understand that if, for any reason I need to pull out of a course I have registered for without this written notice in the required time, I am liable for a Cancellation Fee of half that courses term fee.
- ▶ I understand that if, for any reason I need to pull out of a course in the middle of a term, there will be no refund.
- ▶ I understand that there will be an added £10 Administration Fee if my fees are late without prior arrangement with Jam.
- ▶ I understand that 48 hours notice must be given to cancel or postpone any Individual Lessons booked for me or full payment must be made.
- ▶ I understand that whilst on the premises of Jam Theatre Company at The Jam Theatre Studios, and Sir William Borlase's Grammar School, that students will be covered by Public Liability Insurance. The liability of Jam Theatre and that of its staff is restricted to class time only and then only to gross negligence. I hereby absolve Jam Theatre Staff connected with all class activities and performances from liability resulting from any irresponsible actions carried out by the student during their attendance. I also understand that any failure to abide by the Health and Safety and basic rules of behavior relating to the group will result in exclusion and loss of fees. I understand that Jam Theatre reserves the right to exclude students from lessons at its discretion.
- ▶ I understand that should any of my circumstances or information change (eg medical, emergency contact details, address etc) that it is my responsibility to inform JAM so they have up to date information.
- ▶ I understand that students are expected to attend their lessons punctually and regularly. Students must arrive on time for the start of each session and children of primary school age must be collected no later than 5 minutes after the end of each session. I understand that it is the Parents/Guardians responsibility to ensure their child is supervised outside the specific class times.
- ▶ I understand that students must attend class dressed and groomed appropriately, and JAM Uniform is required to be worn for all of Jam Classes and dance shoes only permitted on the dance floor.
- ▶ I understand that JAM does not accept responsibility for any items lost or damaged belonging to students whilst on the premises.
- ▶ I understand that all JAM Teachers have been DBS checked, and that JAM reserves the right to make changes to the timetable and to the teaching staff if necessary.
- ▶ I understand that there may be times when Tutors use physical intervention in respect of good teaching (adjusting arm lines for dance, for example). I understand that this is occasionally deemed necessary in the safe and effective teaching of dance, singing and acting technique. I understand that the Directors of JAM monitor the level of physical correction on a regular basis, and that if I am unhappy with this teaching technique, I must discuss this with the Directors immediately, who will record the request and ensure it is adhered to.
- ▶ I also hereby give permission for myself or my child to be photographed/filmed for purposes relating to the training they are taking part of and/or show DVDs and photos and/or Jam Theatre publicity purposes only; and that if I do not want my child photographed/filmed I will discuss this with the Directors immediately, who will record the request and ensure it is adhered to.