



Terms and Conditions

Fees and refunds

1. From September 2022 a fee is charged for each class enrolled in per term.
2. An invoice will be issued for the whole term. Students are expected to pay for and attend all their classes.
3. Wac Arts only offers taster sessions at the point of enrolment for Wac Nites only. After the taster session and successful enrolment the whole term's fees are payable.
4. Fees will only be pro rata when a student starts after a term has begun.
5. If a student attends any classes during the term, the full term's invoice is payable
6. For students who enrol during the year an invoice will be issued to enable payment immediately (see Clause 9).
7. Credits or refunds will not be given for non-attendance, other than for the reason set out in Clause 16.
8. Where Wac Arts cancels a class, a credit for that class will be issued to continuing students. The credit will be applied to the next invoice generated.
9. Where a student is not continuing to the next term or year, a refund for classes cancelled by Wac Arts will be issued.
10. Fees are currently exempt from VAT.

Payment

11. Invoices must be settled by the payment date stated on the invoice.
12. Payment can be made online, by credit or debit card, or by bank transfer:
 - a. Online via www.ezipayment.net using the link provided on the invoice.

- b. By bank transfer to:
Account Name: WAC ARTS REG CHARITY NO.267043
Account Number: 70487776
Sort Code: 089033

For bank transfers please use the Invoice Number as a reference e.g.500046

13. Wac Arts no longer accepts cash, cheque, or direct debit for fees. Wac Arts will not be held responsible for payment left at reception or with tutors. All payments must be made in accordance with Clause 11.
14. Wac Arts reserves the right to remove students from the programme and not re-enrol them if fees remain outstanding.

Register, attendance, and absence

15. A register for each class is maintained by the tutor. Student attendance is recorded for the purposes of safety, security and quality assurance monitoring.
16. If a student is absent from class for three or more consecutive weeks, with no written communication to admin@wacarts.co.uk to explain their absence, Wac Arts reserves the right to remove the student from the class and no refund will be due.
17. If a student is absent from class for three or more consecutive weeks due to a medical condition, a pro rata credit of the fees paid for the classes not attended will be given upon Wac Arts receipt of a valid medical certificate. The medical certificate must be provided within one month of the absence, otherwise no credit will be given.
18. Where a student misses a class, it is not possible for a different class to be attended as a 'make up' class. Students may only attend classes for which they are enrolled.
19. Where a student chooses to watch a class rather than participate, this still counts as attendance. No refunds or credits may be given for classes where a student merely watches.
20. Where a student is refused entry to a class for being more than 15 minutes late where this could pose risk of injury or disruption to the group, no refunds for the session will be due.

Withdrawal, class change and annual enrolment

21. To withdraw from a class or the programme a parent, guardian or student must email admin@wacarts.co.uk to notify the administration team of the withdrawal at least 21 calendar days prior to the commencement of the new term.
22. Students are automatically re-enrolled each term in the academic year unless formal written notification of withdrawal or change of class has been made as per Clause 20.

22. Change of class requests and additional class requests are to be made in writing to admin@wacarts.co.uk. These requests will be reviewed by a member of the team, and you will be contacted with the outcome of the decision. Students must not change to another class without written confirmation from Wac Arts administrative team.
23. Students are enrolled for one academic year only and will be taken off all classes at the end of the summer term. Every student must re-enrol in classes for the start of the new academic year. Registration usually opens in late May for classes commencing in September.

Permissions (Medical & Photographic consent)

24. Medical: Parents are required to give permission for an authorised Wac Arts first aider to give any immediate and/or necessary first aid treatment. This includes any emergency medical treatment recommended by competent authorities including emergency medical staff.
25. Wac Arts uses photographs, video recordings and testimonials of our students for the purposes of publicising and promoting Wac Arts services. By signing these terms and conditions you give us permission to use photographs and / or video footage in which you, your child/ ward appears for such purposes.

If you give us your consent, you can change your mind at any time. If you decide to withdraw your consent, please let us know by emailing us at admin@wacarts.co.uk.

We are responsible for any personal information that is in any photographs and / or video footage that we take of you and we will always make sure that we use it in accordance with data protection law. For more detail about how we will use your personal information, and what your rights are in relation to your personal information, please visit our [Data Privacy Policy](#).

Physical Contact

26. Physical contact may be necessary by members of the tutor pool for sessions such as dance and movement. Physical contact will always be made in line with our Safeguarding Policy*. If you have any concerns regarding this matter, please contact the Head of Learning and Participation.

**a copy can be requested from admin@wacarts.co.uk*

Participation

27. Wac Nites is a programme designed for those with mild to moderate learning needs, focused on a performing and creative arts curriculum. Wac Nites is not designed to accommodate young people with propound and multiple learning difficulties.

28. Every young person wishing to attend Wac Nites will be assessed by the staff team on their first visit. Should they be deemed suitable there will be continued monitoring of their suitability for the programme.
29. A detailed onboarding form must be completed prior to the attendance at the trial session.
30. The young person will be offered a trial session (new enrolments only) that will be observed by a member of Wac Arts staff. After completion of this session the team will decide if a place on the programme is appropriate, and the young person may be offered a place for the remainder of the academic year.
31. The sessions on Wac Nites are co-facilitated by two tutors, however Wac Arts does not provide 1-2-1 support for young people enrolled on the Wac Nites programme.
32. Where a young person needs 1-2-1 support, this must be provided by the family, social services or another provider.
33. Where a 1-2-1 support worker is provided, they should be suitably qualified and experienced for the role and willing to engage fully in the sessions to best support the young person and the teaching team.
34. Where a young person is collected from the building at the end of the activity, this should be done in a timely manner.