



## Terms and Conditions

### Fees and refunds

1. Enrolment in Wac Arts is for one academic year. Fees are charged per term for each class enrolled in.
2. An invoice will be issued for the whole term. Students are expected to pay for and attend all their classes.
3. Wac Arts does not offer taster sessions, and the whole term's fees are payable.
4. Fee cannot be paid Pro Rata. Where a student enrolls mid-term, fees will only be charged from the date of enrolment.
5. For students who enrol during the year an invoice will be issued to enable payment immediately.
6. Credits or refunds will not be given for non-attendance, other than for the reason set out in Clause 16.
7. 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.
8. Where a student is not continuing to the next term or academic year, a refund for classes they were enrolled in but cancelled by Wac Arts will be issued.
9. Fees are currently exempt from VAT.

### Payment

10. Invoices must be settled by the payment date stated on the invoice.
11. Payment can be made online, by credit or debit card, or by bank transfer:
  - a. Online via [www.ezipayment.net](http://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 use the invoice number as a reference e.g.500046

12. 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.
13. Wac Arts reserves the right to remove students from the programme and not re-enrol them if fees remain outstanding.

### **Register, attendance, and absence**

14. A register for each class is maintained by the tutor. Student attendance is recorded for the purposes of safety, security and quality assurance monitoring.
15. If a student is absent from class for three or more consecutive weeks, with no written communication to [admin@wacarts.co.uk](mailto: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.
16. 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 (such as a GP note). The medical certificate must be provided within one month of the absence, otherwise no credit will be given.
17. 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.
18. 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.
19. 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**

20. To withdraw from a class or the programme, a parent, guardian, or student must email [admin@wacarts.co.uk](mailto: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.
21. 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](mailto: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 the 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 early June for classes commencing in September.

### **Permissions (Medical & Photographic consent)**

24. Medical: Students over the age of 18 and parents/guardians for those under 18 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. By signing these terms and conditions you acknowledge that consent is provided.
25. Wac Arts uses photographs, video recordings and testimonials of our students for the purposes of publicising and promoting Wac Arts services. By consenting via your online application 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](mailto: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 with students may be necessary by members of the tutor pool for sessions such as dance and aerials. Wac Arts considers that such appropriate physical contact is beneficial for a student development. If you have any concerns regarding this matter, please contact a Designated Safeguarding Lead. If a member of staff witnesses any physical contact or action that they deem to be inappropriate they must report this to a Designated Safeguarding Lead immediately.

### **Safeguarding, Supervision and Loco Parentis**

27. Wac Arts requires that all children under 8 do not travel independently and are accompanied throughout their time at Wac Arts by a suitable adult. It is also strongly recommended that any young person under the age of 11, or whose special educational needs require it, is accompanied throughout their time at Wac Arts by a suitable adult.

28. With the exception of Holiday Programmes, Wac Arts is responsible for the welfare and safety of students during sessions/ class time **only**, by protecting them from all forms of abuse including physical, emotional, and sexual harm. Parents/ Guardians remain responsible for their own child's welfare and supervision outside of and between their timetabled sessions/classes.
29. With the exception of Holiday Programmes, Wac Arts does not act in *loco parentis*, for those students under 18 years old, outside of or in between session/ class times or when a student has a break between sessions/ classes.
30. Parents, guardians, carers, and students who travel to Wac Arts independently must sign in and out of the building. The sign in location is at reception. It is all visitors' responsibility to sign in upon arrival and when leaving the building for any reason and for any duration. Parents, guardians and carers who are waiting with/for their child must also wear an identifying lanyard for the duration of their visit. A lanyard will be provided by reception staff.
31. Wac Arts does not provide a pickup and drop off service for students. Wac Arts staff will not pick up or drop off students from home, local transport hubs or any other location.
32. Wac Arts will take reasonable steps to ensure that young children who are not old enough to look after themselves do not leave the premises unattended and are escorted to and from the atrium space at the start and end of sessions. Parents/ Guardians and Carers are responsible for their child/ ward's welfare and supervision outside of and between session/ class times.
33. Where there is a safeguarding concern about a child, young person or vulnerable adult or someone's behaviour, it is everyone's responsibility to report this to one of the Designated Safeguarding Leads listed in the [Safeguarding Policy](#). You must write down what you have seen or heard, report it to one of the DSLs and they will then take any required further action. In an emergency, duty manager, first aider, building staff and reception staff will be able to assist with responding to emergencies. All safeguarding incidents involving staff, volunteers, children, or visitors must all be recorded and, depending on the seriousness of the incident, may need to be reported to the relevant agencies (such as the police or the Local Authority). In the event of an incident or accident involving a child or young person under the age of 18 a written record will be completed by the DSL as soon after the incident as possible. A copy will be given to the parent or guardian.
34. All students will be expected to comply with the Student Code of Conduct at all times. Wac Arts staff will address any unacceptable behaviour in session/ classes, breaks and outside of sessions/ class times, irrespective of whether the student is or has been supervised by a parent/guardian or carer, in accordance with the Student Code of Conduct.

## Codes of Conduct

35. Parents, guardians, carers and students agree to abide by the [Parent Guardian Code of Conduct](#) and the [Student Code of Conduct](#) respectively.

## Participation in Wac Nites

36. 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 profound and multiple learning difficulties.
37. Every young person wishing to attend Wac Nites will be assessed by the staff team on their first visit. Should Wac Nites be deemed suitable for the young person there will be continued monitoring of their suitability for the programme.
38. A detailed onboarding form must be completed prior to the attendance at the trial session.
39. 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.
40. The sessions on Wac Nites are co-facilitated by two tutors, however Wac Arts does not provide 1:1 support for young people enrolled on the Wac Nites programme.
41. Where a young person needs 1:1 support, this must be provided by the Local Authority, the family or another provider. The 1:1 will not be allowed to work unsupervised until a satisfactory enhanced DBS check has been received.
42. Where a 1:1 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.
43. Where a young person is collected from the building at the end of the activity, this must be done in a timely manner.

## Holiday Programmes

44. A fee is charged per week of the holiday programme.
45. Breakfast Club is charged in addition to the standard fee.
46. Wac Arts does not offer pro-rata fees for holiday projects.

47. Refunds will not be given for non-attendance, other than for the reason set out in Clause 46, 52 & 53.
48. Where Wac Arts cancels a holiday project, a full or pro rata refund will be given.
49. Fees are currently exempt from VAT.
50. The holiday programme fee must be paid in advance via the third-party provider.
51. Students enrolled in breakfast club may arrive from 8:30am, for all other participants registration begins at 9:45 each morning.
52. Refunds for holiday projects will be provided where the participant withdraws formally in writing to [admin@wacarts.co.uk](mailto:admin@wacarts.co.uk) at least 30 calendar days prior to the commencement date of the activity. Cancellations made within 30 days of the commencement date of the activity, may be eligible for a discretionary refund and where Wac Arts is able to fill the space with another participant. All refunds will be minus the third-party administration fee.
53. If a student is absent from class for three or more consecutive days due to a medical condition, a pro rata refund of the fees paid for the full days not attended will be given upon Wac Arts receipt of a valid medical certificate, minus the third-party administration fee. The medical certificate must be provided within one month of the absence, otherwise no refund will be given.