

## REGISTRATION FORM

Please complete the registration form and return to Hampton Hill Theatre School at the address below with a non-refundable registration fee of £25 made payable to **Hampton Hill Theatre School**.

Name of student	Name of parent/carer if different
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Home address
Post code

Date of birth
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Home telephone number
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Work/other contact telephone number
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Name & address to which invoice should be sent if different from above
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Previous vocational schools and grades achieved
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Please tick subject(s) required:

Drama

Singing

Modern

Tap

Ballet

Street Jazz

Full name of Parent/Carer
Mr <input type="checkbox"/> <input type="checkbox"/> Mrs <input type="checkbox"/> <input type="checkbox"/> Ms <input type="checkbox"/> <input type="checkbox"/> Other <input type="checkbox"/>

Does the student have any medical conditions:      No       Yes

If 'Yes' please give details and include name, address and telephone number of doctor
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I have read the Rules and Terms and Conditions and Terms of Enrolment of the Hampton Hill Theatre School and agree to the terms and conditions. I understand that the fees are payable before the start of each term. **In the event of withdrawal, I agree to give half a term's notice in writing of such intention or pay the equivalent fee.**

Signed \_\_\_\_\_ Parent/Carer      Date \_\_\_\_\_

<b>Office use only</b>
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## Terms and Conditions of Enrolment

**Please ensure that you read and understand the conditions of enrolment at Hampton Hill Theatre School before signing and submitting the registration form.**

The conditions apply to protect the health, safety and welfare of everyone at the school, and all pupils are required to comply with the agreed codes of conduct. This form sets out the expectations of all parties involved in the delivery of dance, drama and singing at Hampton Hill Theatre School; teachers, parents and children.

### **1. What the school provides:**

1.1 Hampton Hill Theatre School provides tuition in ballet, tap, modern, jazz, street jazz, singing and drama through classes that run every weekday afternoon/evening and Saturdays during term time.

1.2 Additional performing arts lessons are available as holiday workshops and courses.

### **2. What you need to do:**

2.1 Students wishing to apply to the school are asked to complete a registration and enrolment form, available from the website or by contacting the school by telephone, fax or in writing. A non-refundable fee of £25.00 is payable on registration.

2.2 Fees are payable before the commencement of the term.

2.3 Half a term's notice in writing is requested for cancellation of classes.

2.4 The school reserves the right to amend or alter the fees and classes as and when necessary. Any increase to the cost of classes will be notified to you at least one term in advance.

2.5 Refunds of fees will only be given when a pupil is unable to continue at the school due to a long term medical condition. In such circumstances a refund will be provided on the production of a doctor's certificate.

2.6 Should it prove necessary to close the school or cancel classes on account of an epidemic or a crisis or any circumstances over which the school has no control, fees will not be refunded or compensation given.

### **3. By entering into this agreement the school commits to the following:**

3.1 To provide classes with excellent teaching standards delivered by our teachers, all of who have undergone the school's induction process and who have committed to the school's health and safety and child protection policies.

3.2 To ensure that all members of staff have undergone checks by the Criminal Records Bureau.

3.3 To provide classes some of which prepare our students for the Imperial Society of Dancing and the London Academy of Music and Dramatic Arts examinations and to enter students for these examinations if desired.

3.4 To provide regular opportunities for you to watch your child(ren)'s progress by coming to the last class of each term and by organising Summer and Christmas displays as well as our biennial performance at Hampton Hill Playhouse.

### **4. By entering into this agreement you consent to the following:**

4.1 That you recognise that the school provides classes to a range of young people at differing levels of ability.

4.2 That all students are required to recognise that a commitment to the class and to the school is needed to enable all members within the class to learn and to be taught.

4.3 That the details and information submitted by you to us is true and correct and that any future additions or alterations to your details and information will be notified to us promptly and will be true and correct;

4.4 Pupils must wear the correct uniform where applicable (please see the uniform list) or clothing the teacher considers appropriate for the class. The school cannot be held responsible for accidents that are caused by pupils wearing inappropriate clothing. Hair should be dressed in a suitable way for the individual classes.

4.5 We ask that great care is taken with money or any articles of value as the school cannot accept responsibility for money or possessions lost on the premises.

