



**Head Office:**The Vallé Academy Studios  
 Wilton House  
 Delamare Road  
 Cheshunt  
 Herts EN8 9SG

Tel: **01992 622862**  
 Fax: 01992 622868

[www.valleacademy.co.uk](http://www.valleacademy.co.uk)

email: [enquires@valleacademy.co.uk](mailto:enquires@valleacademy.co.uk)

## Application Form

Please complete in block capitals

Name: ..... D.O.B .....Age:.....  
 Address: ..... Telephone Numbers:  
 ..... (Please write contact name in brackets after each number)  
 ..... Home: .....  
 Post Code: ..... Mobile: .....  
 Mothers name: ..... Work: .....  
 Mothers occupation: .....  
 Fathers name: ..... Work: .....  
 Fathers occupation: .....  
 email address: .....  
 What school does your child attend: .....

Which class are you interested in?

CLASS TITLE (For Dance Classes please state form of dance)	CLASS REFERENCE NUMBER	DAY	TIME

How did you hear about The Vallé Academy of Performing Arts (please tick)

Yellow Pages  Thomsons  School  Library  Friend  Internet  Other

Please list below any relevant experience regarding shows ie. Professional / Amateur and School productions, together with any examinations passed. (Please note parts played and examinations board & pass marks) If necessary, please attach an additional sheet with more details to this application form.

Does the above have a medical condition we should know about? YES/NO

If YES, please detail: \_\_\_\_\_

Full Name of Parent/Guardian that all correspondence should be addressed to:

\_\_\_\_\_

I hereby confirm that I have read and agree to the terms and conditions detailed overleaf.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO THE ADDRESS ABOVE**

FOR OFFICE USE							
DATE RECEIVED		CONFIRMATION LETTER SENT		REGISTER		PHONE LIST	
STUDENT NUMBER		INVOICED		FIRST CLASS DATE		DEPARTURE DATE	

# Terms and conditions

## One-week trial class.

A one-week trial class is available for new customers only and is paid for in advance. It entitles a student to attend a class for one week, is non-refundable and cannot in any circumstances be extended. All students wishing to continue the course are required to pay their fees in full at the beginning of the first class. If fees have not been received by the end of the first class, we will automatically assume that a place is no longer required and will be at liberty to offer this place to another student. Fees can be settled with the administrator, or paid directly to the office. All students continuing after the trial class are automatically liable for a full terms fee.

If a student is absent on the first day of term, we will assume that they no longer wish to take up this place unless we have been otherwise notified. All students attending on the first day of term are automatically liable for a full term's fees and are required to pay these fees on/by the first day of term. Fees can be settled with your class tutor, administrator, or paid directly to the office.

HALF A TERM'S NOTICE **must** be given in writing if a student wishes to discontinue classes.

## Data Protection Act 1998

All information is held in accordance with the data protection act. Personal details will not be disclosed to any third party.

## Payment Structure and Charges

Payments can be made by cash, cheque or card.



Once fees become due, they must be paid in full. For customers paying in two post-dated cheques, both cheques must be received at the same time and the second cheque must clear by the end of the half term holiday of that term.

Cancelled cheques or returned cheques will incur further charges at the rate of £10 per cheque on top of outstanding fees. In this event, customers are still liable to pay full fees.

If any payments are still outstanding at the end of term, additional administration fees will be charged.

## Refunds

The Vallé Academy operates a no refund policy. In extreme situations, refunds/credit notes may be considered at the discretion of The Vallé Academy. A 50% refund would be maximum under any circumstance.

## Staff Changes

The Vallé Academy reserves the right to change teaching staff at any time.

## Rules and Regulations

1. Students should wear suitable clothing and footwear at all times. Jeans, high-heeled shoes are inappropriate.
2. No food, drink or gum may be consumed during classes and should be saved until delegated break times.
3. No parents or spectators are allowed into classes at any times other than to watch presentations/shows. Parents/guardians are welcome to wait on the premises for the duration of their child's class but are also welcome to leave children in our supervision.
4. Classes start on time so please arrive a few minutes early to avoid disruption to classes. Any continuous lateness may result in the loss of your child's place.
5. If you child is unable to attend a class, please telephone the office to advise us at your earliest convenience. Any prolonged or unexplained absences may result in the loss of your child's place.
6. The Vallé Academy reserves the right to remove any child from classes should their behaviour be deemed inappropriate or disruptive in any way.
7. In the event of illness, we will contact parents/guardians using the telephone numbers listed on your child's booking form. In the event of an emergency we will contact the emergency services as well as parent/guardians. It is your responsibility to keep us updated with changes of address and telephone numbers and to be contactable during sessions.
8. The Vallé Academy is unable to accept liability for physical injury, damage or loss of property.
9. The Vallé Academy will do everything within reason to ensure that no child leaves the premises during sessions. The Vallé academy cannot accept responsibility for children outside of designated class times. Drop off and collection procedures for 7 – 16yr olds are at your own discretion. Parents/guardians of 3-4yr and 5-6yr olds must collect their child/children from designated pick up points at the end of each session. In the event of late collection, a penalty charge may be incurred and could result in the loss of your child's place.
10. In the event of an emergency, please use The Vallé Academy mobile number to pass on information. 07956 364 081.