



Please fully sign and complete this form in order to enrol with us

Student's Name:

Date of Birth:

Email:

Mobile Number:

Full Address:

Medical Information:

To ensure the safety and well-being of you or your child during your/their time at Hamilton International Training Academy, we request that you provide us with information regarding any disabilities, injuries, medical conditions, or allergies that could impact your/their full participation in our activities.

Please take a moment to describe any relevant details and include any additional notes you believe our staff should be aware of:

HAMILTON N

INTERNATIONAL TRAINING ACADEMY

(If student under the age of 18 years old)

1st Contact Name:

Contact Number:

Email:

2nd Contact Name:

Contact Number:

Email:

EMERGENCY CONTACT INFORMATION:

Required for enrolment

Contact Name:

Contact Number:

Contact Relation:



1. Acceptance of Terms:

By enrolling yourself or your child into Hamilton International Training Academy, you acknowledge and agree to comply with the following terms and conditions.

2. Code of Conduct:

All students, parents, and guardians are required to uphold a code of conduct aimed at fostering positive behaviour and demonstrating respect towards fellow students, instructors, and staff members. Non-compliance with this code may lead to suspension or expulsion from the academy. It is important to note that in such cases, full term payments will continue to be charged until the completion of the contracted term, and no refunds for prior payments will be granted.

Additionally, we maintain a zero-tolerance policy towards any form of racism, bullying, harassment, or discriminatory behaviour. Such actions will be thoroughly investigated, and if substantiated, will result in immediate disciplinary measures, up to and including expulsion from the academy.

We encourage an environment where mutual respect and cooperation prevail, ensuring a safe and inclusive space for everyone. Your commitment to these terms and conditions is essential in maintaining the integrity of our academy and the well-being of all its members.

3. Age Requirements:

Hamilton International Training Academy welcomes students of all ages and abilities. Programmes are available for students from 3 years old to 17 years olds (minors) and for those over 18 years old (adults).

4. Health and Medical Conditions:

It is your responsibility to inform the academy of any pre-existing medical conditions, injuries, allergies, or other health-related concerns that might affect your ability to participate in our wide variety of dance and fitness classes. In case of any medical emergency, we will take appropriate action and, if necessary, seek medical attention.



5. Risk of Injury:

Dance activities inherently carry a risk of physical injury. By participating in our classes, you understand and acknowledge that Hamilton International Training Academy, its instructors, and staff will not be held liable for any injuries sustained during classes, rehearsals, performances, or related activities.

6. Staff Guidance and Correct Technique:

Our staff may require some physical contact with students to ensure the proper technique and safe practice are achieved.

7. Safety and Welfare:

The safety and welfare of all students are of utmost importance. We maintain a safe and inclusive environment where all individuals are treated with respect and dignity. Any form of bullying, harassment, or inappropriate behaviour will not be tolerated.

8. Security and Protection:

In order to uphold the safety and well-being of both our students and staff, we have enacted a series of security protocols. These measures are not confined to, the utilisation of restricted zones, and the implementation of check-in/check-out procedures designed specifically for minors.

Parents and guardians shall not be granted access to any of the active dance studios or rehearsal spaces. This policy has been instituted with the objective of preserving an environment that encourages focus, concentration, and uninterrupted learning for all enrolled participants.

Our responsibility for students is confined solely to the duration of their agreed class times. Any instances occurring prior to or subsequent to these designated class periods are not our responsibility. Guardians and parents are thereby encouraged to ensure the punctual drop-off and pick-up of their children, taking into account the time frames outlined within the class schedule.

By engaging in our dance academy's services, all parties involved are deemed to have comprehended, accepted, and thereby bound themselves to adhere to these terms and conditions. The proactive adherence to these stipulations is pivotal to fostering a safe, nurturing, and efficient learning environment for all enrolled students.

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9. Uniform Requirement:

All students are required to wear the designated uniform for their classes. The uniform list can be found in the attached document, on the notice board, and on our website. Uniforms must be worn starting from the second class after the trial class. Shoes that have been worn outside are strictly prohibited from entering our studios.

10. Jewellery Policy:

Only small studded earrings are allowed to be worn during classes. No other jewellery is permitted.

11. Hair Requirements:

For ballet classes, students with long hair are required to wear their hair in a bun. For all other classes, long hair must be tied back and kept away from the face.

12. Liability for Lost or Damaged Items:

Hamilton International Training Academy cannot be held responsible for any items lost or damaged on the premises, whether within the class or in the waiting/changing room area.

13. Parking Regulations:

Parents and guardians dropping off or picking up their children are not permitted to use the studio ground car parking spaces or any other spaces within the business park. It is your responsibility to find alternative parking arrangements. Hamilton International Training Academy assumes no responsibility for any vehicle damage or theft.

14. Selection for Examinations and Competitions:

The selection of students for examinations and competitions is at the discretion of the teachers. Their decision will be based on factors such as ability, experience, effort, punctuality, respect, and attendance of both the students and their parents or guardians.

15. Supervision During Performances:

During shows, festivals, or other performances, students under the age of 18 will be adequately supervised at all times in dressing rooms and stage areas. This supervision will be provided by teachers, parents, or other volunteers who have been verified through the Disclosure and Barring Service (DBS) checks.

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16. Competition Commitment:

Participation in solos, duets, and trios requires a commitment to attend private sessions every other week. This commitment is essential to the ongoing progress in your competition preparations. Attendance of these sessions is mandatory for all students competing, and it is the responsibility of the parent to schedule a regular slot within the provided timetable. Rehearsal dates for group sessions will be predetermined. Any absence from rehearsals will trigger the application of the two-strike system outlined on clause 17.

17. Two Strike Rule:

Attendance to the scheduled sessions is vital. Failure to attend these sessions without prior authorisation from Hamilton International Training Academy will result in the implementation of the two strikes policy. This policy has been established to maintain the integrity and commitment of our competition team and group rehearsals.

First Strike: If you are unable to attend a session, it is your responsibility to notify Hamilton International Training Academy in advance and obtain authorisation for your absence. Failure to do so will result in a recorded 'no show' against your attendance record. Accumulation of one 'no show' will constitute your first strike.

Second Strike: In the event of a second unauthorised absence from any scheduled session, another 'no show' will be recorded against your attendance. Upon receiving a second 'no show,' you will reach the second strike under the policy.

Upon receiving a second strike, the following measures will be enacted: A) You will no longer be eligible to join any upcoming competition team or group rehearsals with no refunds given. B) Your enrolment or participation may undergo evaluation by the administration of Hamilton International Training Academy.

18. Supervision and Guardianship:

For students under 18 years old, parents or legal guardians are responsible for dropping off and picking up their children on time. Students under the age of 10 years old will not be released to anyone who is not listed as an authorised guardian unless written consent is provided in advance.



19. Media Release:

You grant Hamilton International Training Academy the right to use photographs, videos, or other media featuring you or your child for promotional purposes, including social media, marketing materials, and the academy's website.

20. Disclosure of Additional Dance Classes:

Please inform us if you or your child are taking additional dance classes elsewhere. Hamilton International Training Academy cannot be held liable for any dance-related injuries if classes are taken outside our academy.

21. Payment Terms:

Payment for all classes must be made either in full by the first week of the term or in agreed-upon instalments made by Hamilton International Training Academy. Late payments will incur a 10% surcharge. A handling charge of £10 will be applied for any returned unpaid cheques.

22. Enrolment and Fees:

Enrolment in our programmes is subject to availability and is confirmed upon receipt of the required fees. Tuition fees, payment schedules, and refund policies are outlined separately and are subject to change at the discretion of Hamilton International Training Academy.

23. Changes to Schedule or Instructors:

Hamilton International Training Academy reserves the right to make changes to class schedules, instructors, and programme offerings.

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24. Cancellation and Withdrawal:

To cancel your enrolment or make adjustments to your agreed-upon class schedule, you must provide Hamilton International Training Academy with a comprehensive written notice adhering to the stipulated terms.

Refunds will not be issued should you choose to conclude lessons within the ongoing term. The applicable fees remain in effect and are not exempted for reasons such as family holidays, school excursions, examinations or instances of short-term illness or injury. Prolonged illness or injury, substantiated by a medical note, will be subject to an individualised assessment.

For any modifications in class allocation or for the discontinuation of classes before the initiation of the upcoming term, a complete term's written notice is mandatory. Failure to do so will obligate full payment. If fees remain outstanding upon a student's departure, Hamilton International Training Academy retains the right to initiate debt recovery through all legal avenues.

No refunds will be issued if classes are cancelled due to inclement weather or events beyond our control, including bank holidays. You will be notified of cancellations via email or through other provided contact methods.

25. Refund Policy:

Refunds are not provided for classes, courses, or any of its services at Hamilton International Training Academy. Refunds will only be considered in cases of genuine extenuating circumstances, such as medical emergencies or significant life events. Requests for refunds must be made in writing with supporting evidence. Approval of refunds is at the discretion of the academy.

AGREEING TO OUR TERMS AND CONDITIONS



I have carefully reviewed and fully consent to the entirety of the terms and conditions outlined. Furthermore, I am aware of my responsibility to periodically revisit these terms, given that updates may be implemented without prior notification.

I hereby endorse and embrace the Terms and Conditions established by Hamilton International Training Academy.

I am aware that any violation of the aforementioned Terms and Conditions will lead to my exclusion from participation, with no possibility of receiving refunds. Consequently, I hereby release and discharge Hamilton International Training Academy and its staff from any and all claims and losses of any nature that might arise in connection to my own or my child's involvement in classes at Hamilton International Training Academy.

I have read and understood the content of this document, and I formally accept the Terms and Conditions of Enrolment at Hamilton International Training Academy.

Signature: _____ **Date:** _____

If completing this form for my child, I confirm I am at the age of 18 years or older, I am also the legal parent or guardian of the child named previously. This affirmation stands true.

**Parent/
Guardian
Signature:** _____ **Date:** _____

***Please retain a copy of these terms and conditions for your records*.**