



Apollo Performance Academy Terms and Conditions

1) Provision of Services

Apollo Performance Academy provides drama, singing, and dance classes for recreational purposes. Unless otherwise stated, classes are not intended to result in an academic qualification.

2) Enrolment & Acceptance

A student's application to enrol is only accepted once we have received the completed enrolment form and any required fees. Written confirmation from Apollo Performance Academy confirming a place has been allocated forms a contract for teaching services.

3) Continuing Enrolment & Notice to Leave

Enrolment automatically continues each term unless terminated in writing with one full term's notice. This notice must be given before the first week of the student's final term via an online form. If a student leaves without giving notice, fees for the following term remain payable in full. No refund of fees will be applicable. If a direct debit is cancelled before the notice period ends, an administration fee of £25.00 will be added to the final bill. No refund of fees is possible for absence through holidays & illness unless in exceptional circumstances.

4) Payment of Fees

Fees are invoiced monthly and must be paid in full via our online payment system. Late payments will incur a £20.00 weekly charge until paid. If fees remain unpaid 21 days after the due date, we reserve the right to suspend the student's participation in classes until payment is received. Overdue accounts may be referred to a debt collection agency, with any additional costs payable by you. Apollo Performance Academy also reserves the right to recover any unpaid fees through the Small Claims Court or other legal action, and you will be responsible for any associated legal costs. Fees are subject to annual review.

5) Behaviour

Students must follow the Apollo Performance Academy Behaviour Policy. We reserve the right to exclude a student for disruptive, unsafe, or inappropriate behaviour.

6) Changes to Classes

We reserve the right to alter timetables, venues, and teaching staff when necessary.

7) Health & Safety

Parents/guardians must inform us in writing of any injuries, allergies, or medical conditions before the student participates in classes. Students participate at their own risk.

8) Safeguarding

Apollo Performance Academy follows a strict Safeguarding and Child Protection Policy. All staff are DBS checked and First Aid Trained. Parents must provide current emergency contact details and ensure prompt collection after sessions. Students will only be released to authorised adults. The student's parent/guardian is solely responsible for ensuring the student's safe arrival and return to home from all classes and performances.

9) Limitation of Liability

We are not liable for loss or damage to personal belongings or for personal injury, except where caused by proven negligence. We are not liable for indirect losses such as travel costs if a class is cancelled.

10) Cancellations & Force Majeure

We may cancel or reschedule classes due to events beyond our control (e.g., illness, weather, venue closure, public health restrictions). Where possible, an online, alternative class or deduction from next terms invoice will be offered. Refunds are at our discretion.

11) Uniform & Appearance

Students must wear the required uniform for all classes and performances. Uniforms are available from the Apollo Performance Academy shop.

12) Photography & Media

By enrolling, you consent to the photographing and/or recording of the student for use in Apollo Performance Academy promotional materials, unless you notify us in writing that you do not consent.

13) Data Protection

We comply with UK GDPR. Personal data is stored securely and used only for school-related purposes. You may request to see or update the information we hold.

14) Intellectual Property

All choreography, scripts, music arrangements, and teaching resources remain the property of Apollo Performance Academy and may not be copied, recorded, or distributed without permission.

15) Communication

Official updates will be sent via email and/or text. Parents/guardians are responsible for checking these communications regularly.