



ACT 3 DRAMA ACADEMY REGISTRATION TERMS & CONDITIONS

Payment

Payments must be made in full before the start of the programme.

Mode of payment:

Cash

Credit Card - VISA or Mastercard

Pro Rate

Pro-rating of fees can only be considered if missed classes are from the start of the term and for up to three consecutive sessions only.

Missed Classes

There will be no replacement or refund for any missed classes.

Cancellations & Refunds

No cancellation is allowed once registration is accepted and fee is paid.

Fees are non-refundable and non-transferable.

Deferments

Deferment of term fee is allowed for 1 term only. If deferment occurs during term time, it is only allowed for no more than three sessions attended. Under both circumstances, a non-returnable deferment fee of \$50 is chargeable and for sessions attended, where the case may be.

Cancellation Due to Medical Reasons

If a cancellation due to medical reasons happens, a non-returnable fee of \$50 is payable. Only 50% of the paid fee for unattended classes will be refunded. A doctor's letter or medical certificate is required for verification.

Child Pick Up Policy

It is encouraged to exercise punctuality and arrive before dismissal time to pick up the child.



Media Release

We may record class in progress from time to time. This may be used for publicity, media and archival purposes. By agreeing to these Terms and Conditions, parents and/or guardians grant us their permission to use the recordings in any academic portfolio, printed collateral, video, online platform and/or any other promotional material.

Personal Data Protection

The Parent consents to the collection, use and disclosure of his or her personal data as well as the personal data of the student in accordance with the purpose specified in the Personal Data Protection Policy.

Loss of Property

We are not liable for loss or damage to property including vehicles.

Parking

Parking of vehicles is the responsibility of the driver and/or car owner and the payment of any fines related to illegal parking of vehicles is the responsibility of the driver and/or car owner.

Liability

We will undertake all necessary safety precautions and act in a responsible manner to ensure the safety of each child in their care, for the duration of any programme the child attends. No employee and/or agent of ACT 3 Drama Academy may be held responsible or liable for any injury, loss of property or other damage that maybe caused to, or suffered or sustained by the child during their time in the centre, or in the immediate vicinity.

Modification of Terms and Conditions

We reserve the right to amend any of the above Terms and Conditions from time to time as deemed appropriate.

By enrolling your child into our programme, you agree to our Terms and Conditions.

ACT3DA/February 2017