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**BOOKING PROCEDURES and TERMS AND CONDITIONS 2020**

**To book your place, post or email us a completed and signed *Application* *form* along with your payment.**

***Postal address***

**THE DANCE SUMMER SCHOOL, 19, Clearwell Gardens, Oakley, Cheltenham, GL52 5GH, United Kingdom**

**Email address contact@thedancesummerschool.com**

***YOU WILL RECEIVE AN E-MAIL AS CONFIRMATION OF YOUR BOOKING. LATE APPLICATIONS WILL BE CONSIDERED, SPACE ALLOWING.***

**PAYMENT DETAILS**

**PARTICIPANTS IN THE UK**

£100 deposit sent by **cheque from a UK Bank** payable to *The Dance Summer School* or attaching the receipt of **an online transfer** directly into our bank account:

Account name: ***The Dance Summer School*** Account Number: **33053571** Sort Code: **20-49-81**

*Please ensure the name of the participant is written on the reverse of the cheque/receipt.*

**INTERNATIONAL PARTICIPANTS**

**Pay online.**

Go to **your own online bank service** and select the ***international transfer service***. Make your depositsin **Pounds Sterling GBP** into the account below for £100.00 for each week of participation. The payment should be in pounds; payments received in other local currencies may be affected by exchange rates which may decrease the value of your transaction.

*Please include as a reference the name of the participant.*

**Sterling Bank details**

*Acc No*: **33053571** *Sort code:*  **20 49 81** *Swift code:* **BARCGB22** *IBAN:* **GB48 BARC 2049 8133 0535 71**

*Account Name:* **The Dance Summer School** *Bank Name:* **Barclays Bank PLC** *Branch:*  **Woolwich Branch**

*Address:* **1 Churchill Place, London E14 5HP United Kingdom**

**Payment by Cash Deposit**

1. Go to your local bank and **request a cash deposit in Pounds Sterling** into the account above for £100.00 for each week of participation. The bank will help you to convert your currency into Pounds Sterling.

*Please include as a reference the name of the participant.*

***Participants will need to cover all charges incurred by the services above***

***No payments can be accepted in any other currency and for different amounts than agreed***

***TERMS AND CONDITIONS Dance Summer School 2020*** is regulated by the following ***terms and conditions***:

1. *THE DANCE SUMMER SCHOOL (also known in the terms and conditions as TDSS)* will provide through their faculty of teachers a high quality of dance lessons to every participant of the event.
2. *THE DANCE SUMMER SCHOOL* keeps the right to change the faculty of teachers and activities of the event with the organiser’s discretion and without notice.
3. Every member of *THE DANCE SUMMER SCHOOL* staff and faculty will hold a disclosed DBS (Disclosure and Barring Service) check at the time of the event.
4. *THE DANCE SUMMER SCHOOL* will provide chaperones throughout the event and life-guards for activities in the swimming pool. However, participants will be allowed to spend time without chaperones within the grounds of the venue at certain times.
5. There will be at least one certified first aider available 24 hrs. a day throughout the event.
6. *THE DANCE SUMMER SCHOOL* organises the event taking great care in the selection of third-party service providers; however, *THE DANCE SUMMER SCHOOL* cannot be held responsible and liable for services provided for them such as:Transportation, accommodation, catering services, guided and unguided tour services and any other service related to the event not provided directly by *THE DANCE SUMMER SCHOOL*.
7. To attend THE DANCE SUMMER SCHOOL, participants can choose from any of the following packages (all fees stipulated in British pounds):

***Non Residential***

**BRONZE STUDENT** *This include: Tuition and the Entertainment programme.*

*Fees per week*: ***Fee*** *£350 Sterling.*

**SILVER STUDENT** *This includes: Tuition, 5 lunches, 5 dinners and the Entertainment programme.*

*Fees per week:* ***Fee*** *£ 395 Sterling.*

**BRONZE TEACHER** *This include: Attendance without restriction to the classes, the special teachers’ classes and the Entertainment programme.*

*Fees per week:* ***Fee*** *£ 390 Sterling.*

**SILVER TEACHER** *This include: Attendance without restriction to the classes, the special teachers’ classes, 5 lunches, 5 dinners and the Entertainment programme.*

*Fees per week:* ***Fee*** *£ 490 Sterling.*

**RESIDENTIAL STUDENT** *This include: Tuition, 6 nights full board accommodation in a single or shared room with shared facilities, meals (starting with dinner on Sunday July 19th and finishing with breakfast on Saturday July 25th for week 1 and/or meals starting with dinner on Sunday July 26th and finishing with breakfast on Saturday August 1st for week 2) and the Entertainment programme.*

*Fees per week: Fee £670 Sterling.*

**RESIDENTIAL TEACHER (subject to availability)** *This include: Attendance without restriction to all the classes, the special teachers’ classes, 6 nights full board accommodation in a single or double room with shared facilities, meals (starting with dinner on Sunday July 19th and finishing with breakfast on Saturday July 25th for week 1 and/or meals starting with dinner on Sunday July 26th and finishing with breakfast on Saturday August 1st for week 2) and the Entertainment programme.*

*Fees per week: Fee £690 Sterling.*

1. *£10 sterling will be charged for every meal provided that is not included above and provided under previous arrangements, for example, when the participant's arrival time is much earlier than the registration time on the Sunday, etc. These would have to be discussed in advance with the TDSS ‘s organisers.*
2. *Accommodation will be provided in either a double room sharing with another participant or in a single room when possible. The layout is set depending to availability and the organiser’s discretion.*

***BOOKINGS***

1. In order to book a place in the event, **a non-refundable** £100 Sterling deposit for each week of participation along with **a completed application form** is required; please see the *Payment Procedures* document below. Bookings will be recognised on the arrival date of this deposit.
2. ***Submitting an application form to The Dance Summer School means that the parent/legal guardian and participants agreed with these terms and conditions.***
3. To book a place, deposits and application forms should be received no later than June 15th 2020.
4. PLACES ARE SUBJECT TO AVAILABILITY.
5. The clearance balance of payment should be received by **June 15th 2020**. ANY FAILURE TO DO SO COULD RESULT IN CANCELLATION WITHOUT REFUND.
6. PARTICIPANTS ATTENDING 2 WEEKS OF THE EVENT WILL RECEIVE A NIGHT OF ACCOMMODATION FREE OF CHARGE ON SATURDAY JULY 25th and a packed lunch on this day as well as breakfast, lunch and dinner on Sunday July 26th 2020.
7. **Deposits or partial payments are not refundable under any circumstances**. However, if the remaining balance has been paid, this will be refunded (less a 10% administration charge) when there are medical circumstances prohibiting the participant from attending the course and with notice given at least 2 weeks prior to the start of the course. A medical certificate will need to be provided.
8. Spaces are subject to availability and The Dance Summer School will not take responsibility for any flight or other travel expense lost due to spaces being unavailable. Therefore, participants must be sure that they have reserved a place with The Dance Summer School before booking any form of travel.
9. The Dance Summer School is unable to refund fees due to the cancellation of the event for circumstances outside of its control.
10. Participants are responsible for their transport to and from our venue.

**TRANSFER SERVICE**

1. THE DANCE SUMMER SCHOOL can provide (under request) a return transfer service between the arrival/departure point at Edinburgh airport or Perth train station and its venue for a charge of £40 sterling per person.
2. The transfer service’s working hours are on Sunday July 19th and Sunday July 26th from 10:30 hrs. until 17:30 hrs, and on Saturday July 25th and Saturday August 1st from 12:00 hrs. until 18:00 hrs.
3. **The cost of the transfer service outside the times stipulated above will increase significantly and participants should discuss arrangements with the The Dance Summer School organisers before considering booking this service.**
4. The Dance Summer School is not be liable or responsible for any disruption to flights, coach or train services that are missed by participants due to any delay in the transfer service provided by The Dance Summer School, however every effort will be made to get all participants to their onward connections on time.

**TRANSFER SERVICE FOR UNACCOMPANIED MINORS/meet and greet service**

1. The Dance Summer School is able to arrange a ***meet and greet*** service for unaccompanied participants aged under 18 and **who are using the unaccompanied service from their airline**. This has a cost which depends on the travel arrangements organised by the participant’s parents/legal guardians and TDSS’s organisers. The cost will be discussed accordingly.
2. The meet and greet service provided by The Dance Summer School is different from the transfer service and its working hours.
3. The name of the person responsible to meet and greet the participant at Edinburgh airport would be confirmed by TDSS nearer the time of the course. (End of June/beginning of July)
4. The Dance Summer School is not be liable or responsible for any disruption to flights, coach or train services that are missed by participants due to any delay in the **meet and greet service** provided by The Dance Summer School, however every effort will be made to get all participants to their onward connections on time.

**SIGHTSEEING ACTIVITIES**

1. THE DANCE SUMMER SCHOOL would provide upon request a scheduled transport service to visit Edinburgh on July 25th for an additional fee of £40 GBP.
2. Tickets to enter various sightseeing attractions in Edinburgh can be arranged upon request.

**OTHER**

1. Applicants are advised to consider taking out insurance against withdrawal due to injury/illness or circumstances requiring medical treatment or hospitalisation; or due to personal or family reasons or any other such circumstance which might prevent then completing the course.
2. Applicants with an existing injury attend the course at their own risk.
3. Due to the nature of our activity, *THE DANCE SUMMER SCHOOL* cannot take responsibility for any injury or personal illness during the event or as a consequence for attending TDSS. Personal accident insurance and health insurance are the responsibility of the participant or their parents/legal guardians.
4. *THE DANCE SUMMER SCHOOL* cannot take responsibility for any missing, damaged or stolen personal belongings -including mobile phones- these are the responsibility of the participant.
5. Mobile phones must be switched off during all classes and activities.
6. Participants are not allowed to take photos or videos during the dance lessons.
7. No participant under 18 is allowed to leave the venue at any time, under any circumstance, without the previous knowledge of the organisers and the consent of their parents/legal guardians.
8. Participants 18 years and over are allowed to enter and exit the venue under their own personal responsibility however, it is required under Health and Safety regulations that they sign out and in on exiting and entering the premises. **Participants must adhere to this clause.**
9. Every participant must show an acceptable standard of behaviour and conduct or they will be asked to leave the course. Their fees would be forfeited.
10. Due to the nature of our activity, our faculty may need to give guidance to the students that would involve gentle physical contact.
11. Photographs or video of all the activities during the summer school, may be taken and used for future promotional material. If you do not want your child to take part in this, please inform The Dance Summer School Organisers.
12. Submitting an application form represents the agreement of the consent to emergency procedure and liability in case of accident detailed in paragraphs A, B and C of this document.

***Paragraph A FOR ALL STUDENTS UNDER 18 CONSENT TO EMERGENCY PROCEDURE***

***“I authorise all emergency dental, medical and surgical treatment, X-ray, laboratory tests, anaesthetic, blood transfusion and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment.”***

***This waiver applies only in the event that no parent/guardian named on the application form can be reached in the case of an emergency and is not available to give written/verbal consent or if in the circumstances it would be detrimental to the health of your child not to undergo immediate emergency treatment.***

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| ***Paragraph B*  FOR PARTICIPANTS OVER 18 *CONSENT TO EMERGENCY PROCEDURES***  ***“I authorise all emergency dental, medical and surgical treatment, X-ray, laboratory tests, anaesthetic, blood transfusion and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics and waive my right to informed consent of treatment.***  ***This waiver applies only in the event that I am unable to give my verbal consent.”*** |

***Paragraph C FOR ALL PARTICIPANTS* LIABILITY IN CASE OF ACCIDENT**

***“I release THE DANCE SUMMER SCHOOL and individuals from liability in case of accident and any possible injury as a consequence of any activities related to THE DANCE SUMMER SCHOOL EVENT provided by any members of their staff and organisers”.***

***“I release THE DANCE SUMMER SCHOOL and individuals from liability in case of accident and any possible consequence by cancellation during activities related to THE DANCE SUMMER SCHOOL provided by them and or third parties such as: Transportation, accommodation, catering services, guided and unguided tours service and any other service related to the event provided or not provided directly by THE DANCE SUMMER SCHOOL and not named here”.***