

# REGISTRATION FORM - DORKING BRANCH



Please complete all boxes in block capitals - one form for each child please. As part of our green policy, we send as much communication as possible by email or text message to reduce our impact on the environment, so please ensure that you give us your email and mobile phone number. Please also read our terms and conditions overleaf. Many thanks.

<b>Student's name</b>	
<b>Student's date of birth</b>	
<b>Parent's name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Email address</b>	
<b>Home telephone number</b>	
<b>Parent's mobile number</b>	
<b>Any relevant medical conditions</b>	

## GROUP CLASS ENROLMENTS

<b>Style (e.g. Ballet / Tap / Musical Theatre Performer)</b>	<b>Grade (e.g. Grades 1/2, junior)</b>	<b>Class Time (e.g. 4.00 – 5.00)</b>	<b>Length of class (e.g. 1 hour)</b>
<b>Total number of group hours per week.</b>			
<small>All fees are payable termly at the start of the term. Terms vary from 10 - 13 weeks.</small>			
<b>PRIVATE SINGING (Tick to apply and we will contact you regarding availability)</b>			

**I apply for the above named student to enroll in the classes listed above.**

**I confirm I have read, understood and accept the terms and conditions of the school and I agree to the school's leaving conditions of giving 6 term-weeks' notice or the relevant fee will become payable by me.**

Signed ..... (Mr/Mrs/Ms/Miss)  
 Full Name (Please print) ..... (Parent/Guardian)  
 Date .....

Please return to: Phoenix Creative Arts,  
 30 Oak Corner, Beare Green, Dorking, Surrey, RH5 4SG  
 Tel: 01306 713040



## **Terms & Conditions of Enrolment**

1. Pupils may attend classes after all fees have been paid in advance, and their enrollment has been accepted by the Phoenix office.
2. School uniform must be worn for all group classes and students may be excluded from classes if the correct uniform is not worn or the student's appearance is deemed inappropriate for class by the teacher. It is the responsibility of the student/parent/guardian to ensure that the student is appropriately dressed, and no refunds will be given if students are excluded for non-adherence to this rule.
3. A full half terms' notice (defined as 6 teaching weeks) must be given in writing to the Phoenix office of the intention to stop classes, or the equivalent fee will be payable. This is counted as term weeks and not calendar weeks. This includes student's wishing to stop lessons at the end of terms or academic years. The office will acknowledge all notice to stop classes in writing, confirming the date of the student's last attendance and any final fees due or refunded. No notice to stop classes should be assumed accepted by the school unless this written confirmation is given by the Phoenix office.
4. Non-attendance at class does not constitute giving notice, unless written notice has been received by and acknowledged by the Phoenix office.
5. The parent/guardian gives the school permission to take and use photographs and videos of students in the normal course of classes and shows for publicity purposes.
6. Any pupil not able to attend lessons should notify the Phoenix office in advance where possible on 01306 713040 or 07814 998212.
7. Phoenix Creative Arts cannot accept responsibility for the loss or damage to any articles or property left on the premises or premises used by the school.
8. The Principal reserves the right to alter the rules and conditions of the school, including class times whenever necessary.
9. The Principal reserves the right to alter the price of classes with half a term's notice to parents.
10. The Principal reserves the right to exclude pupils from the school for the following reasons-
  - i) Not responding to training
  - ii) Disruptive behaviour or attitude
  - ii) Misbehaviour or willful damage
  - iii) Non attendance
  - iv) Breach of school rules
11. Should it be necessary to close the school on account of epidemic/national crisis/Act of God, or for any situation over which the Principal has no control, no fee refunds or compensation will be given.
12. Invoices for fees will be sent at the end of the preceding term and should be settled by the date set out on the invoice. Students may not attend classes until fees have been paid. Any bills outstanding after the due date will incur a 15% administration surcharge.