



Student Activities Terms & Conditions (please keep for your reference)

1. Bookings

- a) Bookings are made online via Eventbrite using a debit/credit card to generate a unique order number. Payment will be processed automatically at the time of registration. If payment fails, registration will not be completed and you will receive immediate notification.
- b) Automatic acknowledgement of a confirmed registration/booking will be sent via email to the email address entered for the 'buyer'. Please keep this email to quote the unique order number if you need to contact the Student Activities Team. Further written confirmation of the 'participants' place will be sent following the specified closing date for an individual activity.
- c) You are advised not to book travel or accommodation until you have received final confirmation after the closing date.
- d) Bookings are not transferable to another activity or participant.

2. Closing dates

- a) Closing dates will be published on Eventbrite, the RAD website and posters, but closing dates are generally 3 weeks prior to the start of the activity.
- b) Applicants are asked to apply early to ensure a place as each activity has a limited number of places. Where possible the number of remaining places will be visible at the time of registering.

3. Cancellation of an Activity

Activities may be cancelled by the RAD if they fail to attract a viable number of applicants. In such circumstances, full refunds will be made.

4. Withdrawals and Refunds

4.1 Tuition Fees

Participants who withdraw voluntarily will have their tuition fees refunded, subject to the conditions below:

- a) Withdrawals **before the closing date** will incur a 10% administration charge.
- b) Withdrawals **on the closing date and up to 6 working days prior** to the activity will incur a 50% administration charge, unless a medical certificate is produced.
- c) There will be no refund for withdrawals made **during the 5 working days prior** to the activity, unless a medical certificate is produced.
- d) Applicants who withdraw due to injury or illness will have their tuition fees refunded less a 10% administration charge providing a medical certificate is produced.

4.2 Notice of withdrawal

Notification of withdrawal must be emailed to the Student Activities Team at courses@rad.org.uk, or addressed to the Student Activities Team, RAD headquarters, 36 Battersea Square, London SW11 3RA, after which acknowledgement will be issued. Refunds will be based on the date of receipt of withdrawal notification. Date of receipt will be that on which the email or letter is received by the team. The Student Activities Team takes no responsibility for non-receipt of email or postage notifications.

5 Insurance

Applicants are advised to consider taking out insurance against withdrawal due to injury/illness, medical treatment or hospitalisation, or due to personal or family reasons which might prevent them completing the activity. Applicants with an existing injury attend at their own risk.

6 Waiver

Physical contact may be necessary by members of the teaching faculty. If you would like to discuss this, please contact the Student Activities Team.

7 Content

The RAD reserves the right to alter the advertised programme and/or faculty without prior notice. The information presented on Eventbrite, the RAD website and in other printed or electronic notices is correct at the time of publication.

8 Discounts

To qualify for discounts, registration must be completed in one order, by a single buyer, before the closing date. Discounts will be checked and verified by the Student Activities Team and the refund awarded in the same week as the closing date:

8.1 Sibling discounts

- a) Two siblings: 10% off total cost of tuition fees, both siblings must be booked on to the same activity.
- b) Three or more siblings: 20% off total cost of tuition fees, all siblings must be booked on to the same activity.

9 Eligibility

Specified age ranges are there as a guide. Any decision relating to age grouping is at the discretion of the Student Activities Team. Please email courses@rad.org.uk if you have any questions.

10 Code of Conduct

All participants will be sent a Code of Conduct with their confirmation details (please read these with students where possible). Failure to observe the Code of Conduct may result in participants being asked to leave. The RAD reserves the right to refuse admission to any participant prior to, or during the event. In this instance no refund will be given.

Data Protection Statement

The RAD holds contact details to enable it to provide customers and members with information on membership, programmes of study and courses, conferences, events and activities, and related products and resources. In providing us with your contact details you give us permission to contact you in relation to these. We will not disclose your information to a third party except where legally required to do so.

If you do not wish to receive any information about or from the RAD please tick here

We may, from time to time, send you targeted communications about other carefully selected third party services which we think may be of interest to you. If you do not wish to receive such information from the RAD, please tick here

The RAD full data protection statement is available at <https://www.rad.org.uk/policies>.

The RAD Privacy Statement is available at <http://www.rad.org.uk/cookies-and-privacy>.

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