



RSOPA STUDIO HOUSE  
37 RICHMOND ROAD  
WORTHING  
WEST SUSSEX  
BN11 4SS  
info@rsopa.co.uk  
01903890579 / 07840882944

## REGISTRATION FORM

NAME OF PUPIL.....

DATE OF BIRTH & AGE.....

NAME OF PARENT/GUARDIAN.....

ADDRESS & POSTCODE .....

.....

HOME TELEPHONE NUMBER.....

E-MAIL OF PARENT.....

PREVIOUS DANCE/DRAMA/SINGING EXPERIENCE

WHERE DID YOU HEAR ABOUT THE SCHOOL? Internet Search/Twitter/Facebook Advert/ Other Social Media (Please state)..... Flyer/Poster/Facebook Group (please state) ...../Advert (please state)/At an event (please state) ..... /From A Friend (Please state) .....

EMERGENCY NAME/CONTACT 1.....

EMERGENCY NAME/CONTACT 2.....

EMERGENCY NAME/CONTACT 3.....

MEDICAL CONDITIONS.....

MEDICATION (PLEASE SPECIFY IF MEDICATION IS NEEDED DURING CLASS TIME)

.....

Please tick and initial to state your understanding of these key terms:

- Initial
- ..... As far as I am aware my child is medically fit to take part in physical dance, drama and/or singing classes.
- ..... I agree to inform RSOPA of any changes to my child's address or medical details.
- ..... I understand that payment of fees is non-refundable and non transferable.
- ..... I understand I am required to give one half terms notice in writing if I decide to withdraw my child from any class.
- ..... I understand that I am liable to pay the entire half terms fees if my child is present at any of the days of that term.
- ..... I acknowledge that the welfare of my child becomes my responsibility once the session is scheduled to finish.
- ..... I have read all the other terms and conditions of the school and have understood them fully.
- ..... I have read and understood the school's policies, codes of conduct and related articles.
- ..... By signing this form I agree to the terms and conditions.

Signed.....

Dated.....

Relationship to child .....

## Regnante School Of Performing Arts Disclaimer

### Definitions

Regnante School of performing Arts will hereon be referred to as RSOPA  
Staff encompasses anyone working for or on behalf of RSOPA (including volunteers and helpers)

**The Terms of Service lay out our business terms, and should be read before registering, as well as the RSOPA policies. Copies are available on the website, kids calendar or by request form the office at 37 Richmond Road or by email request to info@rsopa.co.uk**

On payment of fees you are agreeing to abide by the RSOPA terms of service and to abide by the school's policies and codes of conduct.

### Fees and Refunds

1. Please see the full 'Terms of Service' for further regulations and terms.  
2. All payments for group classes are paid half termly by cheque, online transfer or cash to RSOPA only.

2.1 Cheques carry a £1.50 charge and should be payable to RSOPA Limited

2.2 Online transfers to:

HSBC Bank Account

Name – RSOPA Limited. Sort Code 404723 Account Number 91475657

2.3 Fees for shows and exams carry an alternative account number.

• Bank transfers should be clearly referenced with student name

2.4 Cash payment can be delivered to or posted at the studio in an internal postbox.

Cash must be delivered in an envelope clearly labeled with your name and classes

2.5 By post to RSOPA STUDIO HOUSE, 37 Richmond Road, Worthing, BN11 1PW.

2.6 In Person during the office hours Mon/Wed/Fri between 9-5 at the studio address.

3. Teachers cannot accept payment of fees.

4. RSOPA will not accept liability for cash or cheques left at the studio, given to teachers or other persons not authorised to receive money. All payment must be made in accordance with clause 2.

5. Fees for the Theatre Group are payable monthly, annually or as pre-arranged with accounts by email: [rsopaaccounts@hotmail.co.uk](mailto:rsopaaccounts@hotmail.co.uk)

6. All payments for 1-2-1 lessons are made directly to the teacher. There is a 48 hour cancellation policy on 1-2-1 lessons. Lessons cancelled within 48 hours are fully chargeable.

7. All fees are non refundable and non transferable.

8. A full list of fees is available on request by emailing [rsopaaccounts@hotmail.co.uk](mailto:rsopaaccounts@hotmail.co.uk) or on our website and kids calendar website.

9. Fees are currently exempt from VAT.

10. A taster fee is advised on booking your taster and should be paid in cash at the session.

### Payments

11. Payments are made at Open Day or the last working day prior to Open Day both being before the start of each half term.

12. By registering, I acknowledge that payments must be made by the date of the Open Day by post to the address given on all official paperwork.

13. When registering for a class, a student is taking a class for that entire half term and all payments are non refundable.

14. When registering for Theatre Group Academy, you are committing to a half term programme in Option 1, or to an annual programme in Option 2 & 3.

15. One half terms notice is necessary for each class pupils are subscribed to (including private and 1-2-1 lessons). Therefore I understand and agree that I must give the Principal one half terms notice in writing if my child wishes to discontinue or change any or all of his/her classes. The Theatre Group Academy requires attendance through to the end of summer term (a school year) for those in Option 2 or 3.

16. If my child wishes to discontinue with immediate effect I understand and agree that I may need to pay for the following half terms notice period.

17. The parent/legal guardian is responsible for the payment of fees in full regardless of attendance.

18. Payments declined or returned by the bank will be subject to a £10 charge.

19. If you are on a payment plan, the full amount owing can be requested for settlement at any time.

20. Coaching classes are to be paid for in full and carry a full lessons fee as a cancellation charge for not attending.

### Late Payment

21. Failure to pay on time will result in an administration fee of £10 plus 5% interest per week.

22. Failure to comply with our payment term will result in legal action. 25.

### 1-2-1 and Private Lessons

23. In the case of weekly, fortnightly or monthly-arranged private lessons, the teacher will be paid direct at the time of lesson. 26.

24. You are required to pay for all lessons in each half term that you have booked. Missed lessons will be charged at a full rate. The charge for private tuition is given on the list of fees.

25. Late payments will incur charges as stated above.

26. In the case of one off private lessons, at least 48 hours notice is required for cancellation. If less than 48 hours is given, for whatever reason, the full amount will be due to the teacher.

27. 9. A parent or guardian is required to be present at all 1-2-1 lessons.

### Exam Coaching

28. Exam coaching will be detailed separately by letter and/or document on kids calendar.

29. Late payments will incur charges as stated in above clause 21 and 22.

30. Pupils will be entered for exams at the Principals discretion.

31. Graded exams can be requested.

32. If a pupil commences exam coaching classes, the parent/legal guardian will then be responsible for all examiners fees, entry fees, costumes (if relevant), pianist fees, teachers' wages, and any other costs. If I child wishes to withdraw from the exam after commencing coaching classes, all these charges will be due in full. 27.

33. The exams are optional and not compulsory.

34. A parent or guardian is required to be present at all 1-2-1 lessons.

### Festival Entries

35. Are optional and not compulsory. 28.

36. Festival entry fees will be paid for separately and must be paid within the given date; I understand that if I miss the date given, my child may not be entered into that festival.

37. Festival costumes will be paid for separately.

38. All festival dances, costumes, choreography and music are copyrighted to RSOPA.

39. I understand my child is not allowed to perform their festival items in any public or school arena, performance or event without obtaining written permission from the Principal first.

40. In the event of any pupil leaving the school, you are not permitted to use any festival music, dance or costume belonging to the school. Failure to comply may result in legal action for breach of copyright. 31.

41. You are not permitted to hire your current festival costumes without permission from the Principal.

42. In the case of children missing classes due to a festival rehearsal (which is avoided at all times), you will not be entitled to a refund on the class fee and will be charged for any extra rehearsals.

43. A parent or guardian is required to be present at all 1-2-1 lessons.

### Right to attend, change classes, withdraw and termination of attendance.

44. If fees have not been paid at the start of term according with clause 2, the student will not be admitted to class until the fees are paid.

45. RSOPA reserves the right at any time during the term to ask students to leave a class if any fees remain outstanding after the start of term.

46. Students are required to give one half term's written notice if they wish to withdraw from classes or programmes. Students of Option 2/3 Theatre Group are required to see through the production schedule.

47. If a student wishes to change class or to start an additional class, the parent/guardian must give their consent in writing to the office.

48. Cancelled classes are not refunded as we have a huge programme to offer a replacement lesson or will organise a 'make up' class.

### Bursary's or Scholarships

49. If a child is awarded a scholarship or 'free' class, it is at the school's discretion as to whether that scholarship or 'free class' is continued.

50. If a child or parent breaches the school policies in any way, it may be withdrawn immediately.

51. The scholarship or bursary may be withdrawn at any time and for any reason.

### Gift Vouchers and Free Classes

52. If your child is attending a class on a free gift voucher, you are not entitled to any monies due to missed classes.

53. Gift vouchers are valid for the time shown only.

54. Gift vouchers are non transferable and non refundable.

### Medical and First Aid

55. For our full regulations, please see our Health and Safety Policy, and Terms of Service.

56. On registering, parents grant permission for the staff at RSOPA to take first aid or emergency measures as judged necessary for the care and protection of my child under the supervision of the Organisation. In the case of medical emergency I understand that my child will be transported to an appropriate medical facility by the local emergency unit for emergency treatment if the paramedics deem it necessary. I understand that in some medical situations the staff will need to contact the emergency resources before myself as the parent/guardian, and or other person acting on the parent's behalf. I also understand and agree that I as the child's parents or legal guardians shall be responsible for any expenses incurred.

57. Please see the full 'Terms of Service' for further regulations and terms.

### Liability

58. I agree to hold blameless RSOPA, its officers, and its employees and volunteers both in professional and personal capacity from all the liability for all injury or illness resulting from or in any way connected with his/her participation in the classes, activities, trips or special events with RSOPA.

59. I understand that it is RSOPA's policy that students should be supervised at all times. While under the supervision of RSOPA no child is allowed to leave the building without a parent/legal guardian or without the permission of a parent/legal guardian. The parent/legal guardian assumes full responsibility for the actions and behaviour of the child when the scheduled session is over.

59.1. It is recommended that a parent is present to escort all students across the main Road immediately outside the studio.

60. For children of school ages 16 and under, written permission must be given by email or letter (no text or social media messages) to allow your child to leave the premises unaccompanied. RSOPA does not take responsibility for a student after the session time has expired. Teachers are not required to wait with your child once the session is over.

61. I understand that once my child's session is terminated, I as the parent/legal guardian am responsible for my child. I understand and agree that if I fail to collect my child on time I will incur costs/charges if the staff or school is inconvenienced in any way.

62. Please see the full 'Terms of Service' for further regulations and terms.

### Photos/Videos and Footage

63. Parents/legal guardians give their permission to RSOPA to use photos and or videos of their child without remuneration in RSOPA publications, advertising, TV and news coverage.

64. Full details regarding child protection can be viewed on our 'Children and Vulnerable Adults Policy' and in the full "Terms of Service"

65. Please check the RSOPA Social Media policy for online guidance.

66. RSOPA does not encourage parents, students or teachers to view videos on their personal devices in the studio unless through headphones.

67. Photos and videos are not permitted in the studio or waiting areas. This is to protect the children in our care and to safeguard our environment.

### Waiver

68. Physical contact may be necessary by members of the teaching faculty. If you have any concerns regarding this matter please contact the office.

### Code of Conduct

69. Failure to observe the Code of Conduct may result in students being asked to leave. RSOPA reserves the right to refuse any student prior to or after enrolment. No refund will be given if the Code of Conduct has been invoked.

70. Noise must be kept to a minimum in the corridors, changing rooms and foyers.

71. RSOPA has a uniform list and a relaxed uniform policy for classes. Students must be dressed appropriately and as advised on the school uniform list, which is available on our website, on kids calendar or by request via email: [info@rsopa.co.uk](mailto:info@rsopa.co.uk).

72. Students must have the formal RSOPA uniform for shows and exams.

73. Hair must be neatly tied back for all classes if at a suitable length to do so.

74. Jewellery is not permitted.

75. Gum is not permitted.

76. Damage to any building, property, costume, equipment belonging to RSOPA or any of the buildings, costumes, properties, equipment the school hires by any pupil, will be charged to the child's parent/legal guardian.

### Content

77. RSOPA reserves the right to alter the advertised programme and faculty without prior notice. The information in this and any other printed or electronic brochure/notice was correct at the time of printing or publication on-line.

### Data Protection

78. RSOPA holds information about our customers to enable us to carry out our business as a membership, performance education and training organisation. This information includes the contact details you supply to us and may also include information on examinations, courses and student records. Please see the full Data Protection policy on our website for more information.

### Changes to the terms and conditions

79. RSOPA reserves the right to change these terms and conditions at any time. Revisions will be loaded to kids calendar and marked for your attention by email.

### Agreement to the terms and conditions

73. Parents and guardians of students attending classes are required to sign their acceptance of the terms and conditions for each student related to or their responsibility by signing the confirmation below, and returning it to the Academy prior to the start of a new year. RSOPA accepts scanned copies after the original. 32.

### Other Terms

74. The parent or guardian is responsible for notifying RSOPA of any changes to contact information

75. Parents are not permitted to sit in on any class until the first class of each term, if possible.

Please refer to the school's Policies before registering for the school.

RSOPA STUDIO HOUSE, 37 Richmond Road, Worthing, BN11 1PW

Website: [www.rsopa.co.uk](http://www.rsopa.co.uk) / E Mail: [info@rsopa.co.uk](mailto:info@rsopa.co.uk) / Tel: 01903890579 or 07840 882944