

## **TERMS & CONDITIONS - IPAN ACADEMY**

### **2025-26**

This agreement sets out the terms and conditions that will govern the relationship between us, iPAN Performing Arts North CIC (iPAN) and you, the Participant/Student, and (for Participants under the age of 18) your Parent/Carer. It is a legally binding agreement. These conditions are important to maintain standards and to ensure that each individual gains maximum benefit from participation.

iPAN academy takes place on Saturdays during term time (3 hour sessions). You will be advised of term dates and session times at the start of each academic year. This information is also available live on the iPAN website.

All sessions are dependent on advice from government (e.g. in the case of another pandemic), or any other enforced closure outside of our control. If required, alternative dates may be announced, or online provision provided.

In order to avoid disturbing sessions, students and company members are requested to arrive in good time. Entrance to sessions may be barred to anyone arriving more than 15 minutes late.

A teacher may, at any time, ask a Participant to leave a session if they are jeopardising the safety or enjoyment of others or their educational experience.

iPAN reserves the right to make changes to the timetable and to the teaching staff, as required.

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#### **FEES/PAYMENTS**

The fees per 12-week term are: £480

All payments must be made by BACS to:

**Account Name:** iPAN Performing Arts North CIC  
**Account Number:** 67226539  
**Sort Code:** 08-92-99

Payment is due and must be received before the first day of each term.

Alternatively, you may set up a monthly payment plan - of £160 per month, September - May.

If BACS payment is not possible, then email [contact@iperformingartsnorth.org](mailto:contact@iperformingartsnorth.org) to make alternative arrangements.

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#### **CANCELLATION/REFUNDS**

By joining iPAN academy, it is expected that you are committing to a full academic year of three terms. If, for whatever reason, you do not wish to continue with iPAN, a half term's notice must be given concerning the termination of your place; this must be communicated in writing (email: [contact@iperformingartsnorth.org](mailto:contact@iperformingartsnorth.org) or by letter to postal address above). If insufficient notice is given then the current full term's fees will be applied; we would be unable to refund any portion of the fees collected.

iPAN may cancel its programmes at any time without notice. In this instance, iPAN will refund any fees paid, unless alternative dates are arranged. If iPAN were to cancel the course part way through, a pro rata refund would be made. In the unlikely event that iPAN were to cancel a session, we would endeavour to offer an alternative session which may occur at an alternative time or day.

iPAN reserves the right to change the day, time and location of sessions. Should this be prohibitive to attendance, then the minimum notice period will be waived.

You may terminate this agreement at any time without liability if the guidance/tuition offered falls below, on more than one occasion, the standards reasonably expected to be provided.

In the event that a Participant is unable to attend a scheduled iPAN session due to sickness (with the exception of unforeseen long-term illness or injury), holiday, government restrictions or a personal decision not to attend, iPAN is unable to offer any refund of fees paid, or make up the missed session.

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### CONDUCT

Absence is to be reported to the Directors by emailing [contact@iperformingartsnorth.org](mailto:contact@iperformingartsnorth.org). Failing to report an absence repeatedly is a breach of our policy and may result in iPAN suspending the Participant's place without refund.

The Participant/Student and Parent/Carer agree to conduct themselves in a professional and courteous manner towards staff and fellow participants and other parents/carers, both in person and on social media. iPAN reserve the right to rescind, without refund, any Participant's place, if the Participant/Parent/Carer has breached professional conduct.

Bullying, harassment, abuse or other inappropriate behaviour by Participants, Parents, Carers or guests is strictly forbidden, both in person and online via social media, and will result in expulsion without refund and such other legal remedies as may be available.

It is expected that all involved with iPAN - Participants, parents, carers and teachers are treated with respect and consideration. iPAN does not tolerate rude, offensive or aggressive remarks and behaviour in any way.

It is expected that you make yourself and your child aware of the health and safety rules of the venue and comply with the recommendations at all times.

Smoking, the bringing or consumption of alcohol, and the use or being under the influence of illegal substances is not permitted anywhere in our facilities.

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### LIABILITY

Participants are responsible for their own belongings.

iPAN cannot accept liability for lost or damaged belongings, or cars parked outside or in our facility's Car Park.

Participants/students participate at their own risk and are obliged to inform iPAN staff of any existing/new injuries or medical conditions at the start of class.

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### PHOTOGRAPHY / VIDEO

We reserve the right to use any individual or group photographs or movie shots of iPAN Participants/Students and company members for press or promotional purposes.

By accepting a place at iPAN, Participants/Students, Parents and Carers agree to permit photos and video to be taken, for use on the iPAN website and social media channels. Videos may also be taken for the purpose of remembering/rehearsing routines and staging.

This agreement may be terminated if either party is in serious breach of its obligations to the other.

We reserve the right to make changes to these rules.

This agreement is governed by the laws of England and Wales.