

# ITALIA CONTI

## Terms and Conditions

### Italia Conti Summer School

These terms and conditions apply to the enrolment of applicants on the Italia Conti Summer Schools which are listed under [www.italiaconti.com/courses/pre-vocational-summer-schools](http://www.italiaconti.com/courses/pre-vocational-summer-schools) and the provision of the course by us.

Both parties are bound by these Terms and Conditions upon acceptance by us of an application for such enrolment.

## Agreement with Italia Conti

The purpose of these Terms and Conditions is to set out the basis for your relationship (your parent's/guardian's relationship if you are under 18) with Italia Conti when you apply for an Italia Conti Summer School.

When we accept you onto our Pre-Vocational Summer School, we will send you an email offering you a place on the course. This together with these terms and conditions, comprise a formal offer to you. By accepting our offer, you are therefore entering into a legally binding agreement with Italia Conti under these terms and conditions.

This contract requires you to abide by the Terms and Conditions as set out below.

Please read these Terms and Conditions carefully before you submit your application to us.

You can contact us via email on [info@italiaconti.co.uk](mailto:info@italiaconti.co.uk)

If we have to contact you during the application process, we will do so by writing to you at the email address you provided to us in your application.

Our acceptance of your enrolment will take place when we email you a confirmation email **and** we have received full payment of the Fees, at which point a contract will come into existence between you and us.

Applications for enrolment on a course must be made using the on-line booking system. Please note that a deposit of £75 (non-refundable) is required and must be submitted at the same time as applying for the non-audition courses. Please note the payment must be completed after completing the application form. Payments details are given in an automated email, once the application form has been received. Failure to make the deposit payment will mean that your application has not been fully processed.

On receipt of the application form and payment (for non-audition courses) you will automatically receive an acknowledgement email by return.

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It is possible to pay for the Pre-Vocational Summer School course in full at the time of application if preferred. If not, a reminder for the outstanding balance will be sent a month before the course commences.

All fees for Summer Schools must be paid in full two weeks prior to the course commencing.

## **Admission**

Admission onto the Summer School is on a first-come, first served basis (for both audition and non-audition Summer Schools).

Places are subject to availability.

Italia Conti reserves the right to accept late applications at its discretion.

All questions on the on-line application are to be answered truthfully and all attachments need to reflect the truth. You confirm this by submitting your application. If you have provided us with information which is later found to be untruthful, Italia Conti reserves the right to cancel the contract with you. No refund of fees will be granted in such cases and no costs, including but not limited to travel arrangements will be reimbursed.

All our admission decisions are final, but you do have a right to complain, complaints should be made in writing, addressed to the Chief Operating Officer via [admin@italiaconti.co.uk](mailto:admin@italiaconti.co.uk). The payment of all or part of the Fees does not oblige us to accept your application for enrolment and any Fees paid will be reimbursed if we do not accept your application.

## **Fees**

Italia Conti holds the most up to date information about the fees on the Pre-vocational Summer School website page.

All fees must be paid in full two weeks prior to the commencement of the Pre-Vocational Summer School.

All payments must be made in pounds sterling, are inclusive of VAT, and other taxes where applicable. Any currency conversion costs or other charges incurred in connection with the payment of Fees are to be paid in addition to the Fees. No deduction from the fees for such costs or charges may be made.

## **Cancellation**

### Cancellation by Italia Conti

We will only cancel as course if-

There are not enough applicants enrolled on the course and it is not commercially viable for us to run the course; or

The course's teaching staff fall ill or for other reasons outside of our control are unavailable to teach, and no suitable alternative(s) is/are available; or

An event that is outside of our reasonable control, such as a fire, or a flood (or construction work) means that we have to Cancel the Course; or

Any law, government rule, regulation, order of directing, including any related to the Covid-19 pandemic, means we have to cancel the course.

We will notify you about any cancellations as soon as possible.

We will make every effort to provide the course as described, but in the event that we have to make significant changes to the course content of venue of the course, we will let you know as soon as possible.

## Cancellation by You

You have the right to cancel your place on the course within a fourteen-day cancellation period. You must inform us of your decision to cancel within this period.

If you cancel within this period, we will reimburse fees (including deposit) already received within 28 working days. If you cancel after this period, any fees already received will be reimbursed (but not the initial deposit)

Please note bookings are non-transferable.

## **Course content**

There may be situations where it is necessary to make changes to the course provision. Italia Conti reserves the right to make reasonable changes to the timetable, locations, and staffing when necessary.

## **Code of Conduct**

For all students, parents, guardians, and carers at Italia Conti On Site and Online.

The aim of Italia Conti events and courses is to ensure that all students experience performing arts in a fun, friendly, positive, and safe environment. In order to achieve this, please take note of the following guidelines.

## **Health and Safety**

Smoking is not permitted anywhere on the premises.

If the fire alarm sounds, all people on site should follow the Fire Evacuation Policy which the teacher will be aware of.

If the lock in alarm sounds, all people on site should follow the Lock In Policy which the teacher will be aware of.

## **Customer Incidents**

Abusive or anti-social behaviour is not tolerated from students, parents, or guardians in any part of the premises or at any time, whether towards staff, visitors or other customers or students, or on social media.

## **Safeguarding**

Italia Conti has a 'duty of care' to provide a safe environment for and to promote the health and well-being of children under 18 years of age and vulnerable adults. Italia Conti takes all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact with them through the training and activities that we provide.

Italia Conti believes that the welfare of the child is paramount, and that all children and vulnerable adults regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

All staff, students and parents are expected to comply with safeguarding at Italia Conti. Please report any concerns or incidents to the staff on duty or email the manager of your course.

## **Punctuality**

It is important that students arrive on time. Those arriving late for classes may miss important information and impede the learning of others. For dance in particular this may mean you miss a warmup which is

crucial for safe training. Admittance to class after the class has started is at the teacher's discretion. No refund will be granted due to non-admittance when late. This includes online classes if applicable.

## **Discipline**

Pupils are expected to behave in a civilised and well-mannered way and to show respect to their teachers, assistants and fellow students when attending. Failure to comply with the rules and regulations may result in being required to withdraw. Bullying will not be tolerated. The same level of behaviour is expected during online classes.

## **Mobile phones**

The use of mobile phones in the changing rooms and classrooms is strictly prohibited.

## **Personal Property**

Students should make sure that they keep their valuable personal items with them at all times. Italia Conti cannot be held responsible for missing items.

## **Social Media**

Italia Conti will not publish or post any images of children under the age of 18, across any of our online channels without prior written consent (and then with minimal personal information). We ask that all parents, guardians, carers, and students ensure that they use social media and the internet in a safe way while on Italia Conti premises.

Students and the wider Italia Conti community should not create or post images or videos from Italia Conti activities without permission. This applies to activities which take place on private premises which Italia Conti control or have authority over (e.g. classes, rehearsals, and performances). The publication of such material may be an infringement of copyright laws. Images taken at Italia Conti events, when such permission has been granted by Italia Conti are for the sole and private use of that individual and their use must be in accordance with any terms and conditions imposed by Italia Conti at that time.

<https://www.italiaconti.com/about-us/policies>

## **Data Protection**

Italia Conti will use your personal information in accordance with its data protection policy.

<https://www.italiaconti.com/about-us/policies>

We will retain your personal information to contact you with marketing information and other Italia Conti related information. We will ask you to complete an anonymous evaluation survey at the end of the course, which will be shared within Italia Conti for marketing and research purposes.

Where you have given your consent, we will use any video and photographic images of you and the course for promotional campaigns.

## **CONFIRMING YOUR UNDERSTANDING**

- I acknowledge and understand the requirements, the scheduled hours, and the nature of the Pre-Vocational Summer School programme.
- I can confirm that this course is suitable for the applicant.
- I enclose my deposit of £75 (payable on completion of this form for non-audition course and understand that the balance must be paid in full 2 weeks prior to the course commencing. The full payment can be taken on application.
- I comply with Italia Conti's Privacy Policy in relation to GDPR and how my data will be stored.

