

DoorstepArts.co.uk

WE ALL MAKE THE STORY HAPPEN

DAS Payment Terms & Conditions: Summary Version

Doorstep Arts is a Community Interest Company, i.e. a social enterprise which uses all profits and assets for the public good. This means that any earned income from sessions is directly used to fund further arts delivery and no additional income is kept by the company. Much of Doorstep's work is also grant-funded to enable *all* children in Torbay to be able to access the arts, and the DAS courses are partly subsidised through grant-funding to keep the session costs as low as possible, so that cost is not a barrier for any child to take part.

Termly payments for Studio Courses are made prior to the start of each new term in full (£65) by cash, cheque (payable to Doorstep Arts) or via online banking to Sort code 08-92-99, Account No. 65681943.

Prompt termly payment is essential as this keeps administrative costs to a minimum and ensures the cost stays low. If payment is not received in full by the third week of term (excluding prior arrangements made), then the participant will no longer be registered for the course.

If making the termly payment causes your family financial difficulties, please contact the Doorstep administrator (doorsteparts@gmail.com) prior to the start date of the new term to arrange a staged payment plan (i.e. payment instalments weekly or bi-weekly) or to discuss a bursary/scholarship option. The specific timing of payment plans is bespoke to each family's circumstance, and the details are arranged via direct communication to the Doorstep administrator.

Doorstep Arts aims to increase children's access to the arts, regardless of their family's socio-economic status, and as such, we do our utmost to ensure that cost does not prevent any child from being able to take part. Please do not hesitate to contact us with questions about this. Please also note that Doorstep runs 'Drop-In' groups across Torbay at a variety of community sites, where payment is £3/session and no termly commitment is required – the £3 fee can be paid upon arrival each week.

Financial Terms and Conditions for DAS (Studio Courses): Full Version

By enrolling your child in Doorstep Arts Studio Courses, you accept these terms and conditions ("Terms & Conditions") and sign your agreement to them as an ongoing agreement between you and Doorstep Arts ("Agreement"). The Agreement is made between the parent/guardian ("Parent", "you" or "your") of each enrolled student ("Student") by a Parent and Doorstep Arts ("Doorstep", "we", "our", "us") (trading as Doorstep Arts CIC) and is valid at all times whilst the Student is enrolled on any Doorstep activity and until such time as written notice is given in accordance with these Terms & Conditions.

1. INTRODUCTION

1.1 These Terms & Conditions apply to all our Doorstep Arts Courses, workshops, Workshops and any additional services offered by Doorstep in the future for any student.

1.2 If you are an existing Parent at Doorstep Arts please read these Terms & Conditions carefully. Unless you contact us within fourteen (14) calendar days of receipt of these new Terms & Conditions, they shall supersede and extinguish all previous agreements between us and shall govern the contractual relationship between us going forwards. Your continued enrolment of a Student in Doorstep activities shall be deemed as acceptance of these Terms & Conditions and willingness to be bound by the same.

1.4 Any changes to these Terms & Conditions require the written consent or approval of Doorstep.

1.5 A "Course" refers to a course of classes offering tuition in dance, drama, and singing which will be delivered during the Term. Course classes will take place once per week for a certain number of hours, as detailed at the time of booking.

1.6 "Workshop" refers to a one-off event for a period of between one (1) and five (5) consecutive days and can run at any time throughout the year. These may occur at a school – i.e. outreach workshops, or in the holidays, i.e. summer workshops.

1.7 "Lead Artist" refers to the artist in charge of a particular course. "Administrator" refers to the Doorstep administrator based at the office who handles all financial and parental concerns for the organisation.

1.8 "Term" refers to one normal academic term during which Doorstep courses are run.

1.9 "Term Dates" refers to the dates for the relevant Term.

2. ENROLLING A NEW STUDENT IN A DOORSTEP ARTS STUDIO COURSE

2.1 To apply for a place for a new student on a Doorstep Arts Studio Course, the Parent must agree to these Terms & Conditions and submit an registration form online or by post with payment for a full term.

2.2 Each Student's place is allocated on a 'first come, first served' basis. Applications must be accompanied by the appropriate payment/transfer, as set out for each Doorstep Activity below ("Termly Payment"). The Termly Payment to accompany a new Student's application form is £65 for a term (11 weeks).

2.3 If Doorstep is unable to accept the Student due to capacity reasons, the Student may, at the Parent's discretion, be placed on a waiting list. No payment is required for a child being placed on a waiting list.

2.4 From the date the termly payment is made, you have a fourteen (14) calendar day cancellation period ("Cancellation Period") to change your mind and cancel the Student's place on the Doorstep Activity, subject to clauses 2.6 and 2.7 below.

2.5 After the Cancellation Period expires, the Termly Payment is non-refundable and will be retained by Doorstep.

2.6 If the start date of a Doorstep Activity falls within the Cancellation Period and the Doorstep Activity has finished before the Parent notifies Doorstep of their desire to cancel, then the Deposit is not cancellable or refundable.

2.7 If the start date of the Doorstep Activity falls within the Cancellation Period and some of the sessions of the Doorstep Activity have been delivered before the Parent, within the Cancellation Period, notifies Doorstep of their desire to cancel, then the Deposit may be partly refunded in proportion to the number of sessions delivered.

2.8 Times, current Term Dates, fees and all relevant course details for booked Doorstep Activities will be confirmed in the Acceptance Letter, "Fee Note", or the relevant "Venue Sheet" for each Doorstep Activity, along with a receipt for payment of the Deposit.

2.9 All such terms and conditions detailed in the Fee Note, the Acceptance Letter and/or the relevant Venue Sheet shall be incorporated into the Agreement and shall be deemed to have been accepted by the Parent upon payment by, or on behalf of, the Parent.

2.10 Fees for Doorstep Activities may vary. Our 'Drop-in' groups charge £3/session and no termly commitment is required. Studio Courses charge £65/term (x11 weeks) and required payment in advance unless a payment plan has been agreed with the Administrator.

3. BALANCE PAYMENTS AND PAYMENT PLANS

3.1 For a Student enrolled on a Workshop, the full fees are paid in advance, as detailed in clause 2.2 above.

3.2 For a Student enrolled on either a Course or a Workshop, Parents who request a payment plan will be granted one at the discretion of the Doorstep administrator.

3.3 The Payment Plan schedule will be mutually agreed between Administrator and Parent, and it must be paid in full across the agreed number of instalments, subject to any agreements made with the Administrator, by the final day of the Term or Workshop, by one of the following methods where offered:

- a. Bank transfer;
- d. Cheque;
- e. Cash;

4. COURSES

4.1 Once enrolled on a Course, Term Dates for the next Term will be made known to Parents in writing at the end of the current Term.

4.2 If a Course session falls on a school holiday then no classes meet that week (i.e. May half-term, Easter holidays, etc.)

4.3 Payment is due for the next Term of Course fees before/on the start date of the Term, subject to any alternative payment plan agreements you may have with the Doorstep Administrator.

5. COURSE TRIAL SESSIONS

5.1 Where a new Student is attending a Course for the first time, subject to availability, Doorstep allows a trial session ("Trial Session") so that the Student may try out the course for the reduced £3 'Drop in' Fee. The Trial Session must occur on a date named by the Lead Artist and Administrator as appropriate. The £3 'Drop in Fee' will be collected in person at the session by the Lead Artist. The Parent may elect to not continue with the course after a Trial Session, in which case no further payment is required.