

# ITALIA CONTI ASSOCIATES GUILDFORD

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### TERMS AND CONDITIONS

These Terms and Conditions apply to the enrolment of applicants for Italia Conti Associates Guildford (ICAG)

and the provision of Associate Classes delivered by Italia Conti Arts Centre Ltd.

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

Any student unable to attend class should notify the Associate School Manager by email:

[guildfordassociates@italiaconti.co.uk](mailto:guildfordassociates@italiaconti.co.uk)

ICAG reserves the right to amend or alter the rules and conditions of the Associate School at any time.

ICAG reserves the right to alter fees and classes without prior notice.

ICAG reserves the right to ask a student to be removed from the course for any of the following reasons:

- (a) Lack of response to training
- (b) Misbehaviour or lack of respect to staff or other students
- (c) Wilful damage to property
- (d) Breach of any rules or regulations of Italia Conti Associates
- (e) Late or non-payment of fees

In the event of an epidemic, national crisis, or any circumstances over which ICAG has no control, fees will not be returned and no compensation will be made.

Parents/carers are only permitted into the Associate School to observe classes at the Principal/Manager's discretion.

Students must wear the official Italia Conti Associates uniform for all classes.

Fees are payable on or before the first day of each term.

In the event of withdrawal, half a term's (5 weeks') notice, in writing by email to [guildfordassociates@italiaconti.co.uk](mailto:guildfordassociates@italiaconti.co.uk),

is required, or the equivalent of half a term's fees will be payable in lieu. We ask that parents/carers provide this

notice by the half term of the student's final term.

In the event of late payment of fees, Italia Conti Associates may charge interest at the rate of 3% above the current

base lending rate as published by Lloyds PLC, plus an administration fee of £10.

## CODE OF CONDUCT

The aim of Italia Conti Associates Guildford is to ensure all students experience performing arts in a fun, friendly,

positive, and safe environment. To achieve this, please observe the following guidelines.

## HEALTH & SAFETY

- Smoking is not permitted anywhere on the premises.
- If the fire alarm sounds, all individuals must follow the Fire Evacuation Policy, which teachers are trained in.
- If the lock-in alarm sounds, all individuals must follow the Lock-In Policy, which teachers are trained in.

## CUSTOMER INCIDENTS

Abusive or anti-social behaviour will not be tolerated from students, parents, or guardians at any time—whether

directed at staff, students, visitors, or via social media.

## SAFEGUARDING

Italia Conti has a duty of care to protect all children under 18 and vulnerable adults. We believe that every individual

has the right to equal protection from harm, regardless of age, disability, gender, race, sexual orientation, identity,

or belief.

All staff, students, and parents are expected to comply with safeguarding expectations. Any concerns should be

reported to a member of staff or emailed to the course manager.

## PUNCTUALITY

Students must arrive on time. Late arrival can disrupt learning and, for dance classes, may result in missing warm-up,

which impacts safety. Admittance after class has begun is at the teacher's discretion. No refund will be issued if a

student is refused entry due to lateness (including online classes).

## DISCIPLINE

Students are expected to behave respectfully and courteously towards teachers and peers. Bullying or inappropriate

conduct will not be tolerated and may result in removal from the course.

## MOBILE PHONES

Mobile phones must not be used in changing rooms or classrooms.

## PERSONAL PROPERTY

Students are responsible for their belongings. Italia Conti cannot be held responsible for lost or stolen items.

## SOCIAL MEDIA

Italia Conti will not publish images of students under the age of 18 without the appropriate signed consent.

Students, parents, and carers may not create or post images or videos from ICAG classes, rehearsals, or

performances without permission. Permissioned images must be used only for personal purposes and in accordance

with Italia Conti policies.

Please refer to the full Italia Conti policies here:

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

## CONSENT & IMAGE USE AGREEMENT

Italia Conti Associates Guildford may use, reproduce, and display photographs/videos of students taken during

school activities, classes, or performances for promotional or commercial purposes, including sale via the School's website.

### Consent:

By enrolling, parents/carers provide explicit consent for such use and will sign a consent form in accordance with UK GDPR.

### Scope of Use:

Images may be used in digital or print media, marketing, social platforms, or the School's website.

ICAG will not transfer or sell images to third parties without further consent.

### Sale of Images:

ICAG reserves the right to sell show images and related media.

### Data Protection:

All images will be handled in accordance with UK GDPR and the Data Protection Act 2018.

Students' full names and

identifying information will not be disclosed without additional consent.

### Opt-Out:

Parents wishing to opt out must notify ICAG in writing. ICAG will take reasonable steps to exclude those students'

images.

Rights of the Data Subject:

Parents may request access, correction, or deletion of images at any time. They may also withdraw consent, which

does not affect the lawfulness of usage prior to withdrawal.

Duration:

Consent remains in place until revoked in writing.

PARENT / STUDENT DECLARATION

By signing, I confirm that:

- I have read and understand the Terms & Conditions of Italia Conti Associates Guildford.
- I agree to abide by all ICAG rules, policies, and procedures.
- I understand that fees are payable on or before the first day of each term.
- I understand the withdrawal policy requiring ½ term notice or ½ term's fees in lieu.
- I consent to image use as outlined or have notified ICAG of opt-out preferences.