

TERMS AND CONDITIONS OF ENROLMENT

These Terms and Conditions, in conjunction with the Enrolment Form to be signed by the student if over 18 years old, or parent/guardian if the student is under 18 years old, form the contract between yourself (hereafter known as 'The Learner') and Read Dance and Theatre College (hereafter known as 'The College'). This contract will remain in force until the advertised course end date, or until Cancellation (clause 2) is invoked.

1. **Fees** are due at regularly agreed intervals. The Learner has indicated to The College by way of the enrolment form whether payment will be made monthly by direct debit throughout the course, or one month prior to the commencement of each term 3 times per year. Late or missed payment of fees may result in a student being excluded from The College until such time as the full outstanding balance is paid. If the Learner experiences any financial difficulty or is unable to pay, they are urged to get in contact with the College immediately.
2. **Cancellation** of this agreement due to disciplinary matters (see section 6) or withdrawal by The Learner shall be solely at the discretion of the Trustees of READ College, and in any case fees will still be due up to the end of each academic year even if the student is unable to attend The College until the completion of the course. Cancellation due to exceptional circumstances outside of The College and/or The Learner's control shall be entirely at the Trustees' discretion.
3. **Bursaries or Scholarships** awarded to The Learner are given on the understanding that they will work to their highest standard and will complete and graduate from the course. Any failure to do so may result in some or all of the funding being withdrawn and where necessary, returned to the college. Ample notice of any such situation arising shall be given by the college in accordance with our Discipline Procedures (see clause 6). Changes of financial circumstances after the start of the academic year cannot always be taken into consideration, but The College will always try to accommodate. Means testing criteria used by The College to calculate Bursaries can be provided to The Learner upon request, and all students are eligible to apply for Bursary Funding. All applications are considered against the same criteria.
4. **No refunds** can be given for days when The Learner is not in attendance, regardless of the cause. This includes any advanced payments that may be affected by Cancellation (clause 2).
5. **Uniform** and all relevant equipment must be worn/used by The Learner whenever they are in attendance at The College. Details of the current uniform/equipment requirements can be found on the separate Uniform List.
6. **Our Discipline Procedures** can be found in the separate Discipline Procedure policy document. This can be viewed by any learner/parent/guardian if and when requested, and is available along with all of the college policies on our website (see clause 9). In line with these procedures, the Trustees retain the right to exclude The Learner from the college, or to ask any learner or parent/guardian to leave The College and/or its buildings, should their behaviour be found to be in violation of the Discipline Procedure.
7. **READ College guarantees** to provide the services advertised to The Learner for the duration of the advertised course dates, notwithstanding force majeure and circumstances beyond the reasonable control of the Trustees. The day-to-day timetable and exact content of each course is subject to change without notice but will be subject to our Quality Assurance policy. Advertised contact hours and course aims/structures will always be adhered to by The College.
8. **Outside services** provided by The College for student use, such as Sports Massage, Osteopathy/Physiotherapy, Counselling etc. may be subject to the service provider's own terms and conditions. Whilst all providers are vetted for appropriate qualifications and experience, the Trustees have no power or responsibility for services provided by outside companies.
9. **Our Policies** which govern the work of The College can be found at www.readcollege.org/college-policies. The Learner and The College agree to abide by the contents of these policies at all times, and any cases of grievance or complaint should be put in writing to the Board of Trustees c/o the registered office address.

Patrons - Dame Judi Dench, Craig Revel Horwood, Bobby Cronin

READ College is a trading style of Read Dance and Theatre College ▲ Company No 07663677
Registered Charity No 1142899 ▲ Registered Office - St Bart's Theatre, St Bartholomew's Road, Reading, RG1 3QA
www.readcollege.org ▲ 0118 966 6275



10. **The Learner** gives permission for the Trustees to use their images in publicity materials, which may include video/audio and photographic. Should The Learner wish to be excluded from publicity materials, this should be put in writing to the Trustees of READ College.
11. **The College** shall not be liable for any injury sustained by The Learner whilst in class unless expressly caused by negligence or malpractice on the part of the college. Details of our Malpractice Policy can be found on our website (see clause 9). The Performing Arts is an injury-prone occupation, and whilst all staff are thoroughly trained and will take great care to prevent The Learner causing themselves injuries (including the provision of a specialist Performing Arts osteopath and a thorough injury prevention programme), accidents may happen. The College commits to having appropriately trained first aiders on site at all times, and undertakes regular and rigorous staff training.
12. **Accommodation** is arranged with third party organisations, and is a direct arrangement with The Learner and the accommodation provider. Even where The College has introduced The Learner to an accommodation provider, this shall not constitute a recommendation and The College takes no responsibility for matters pertaining to accommodation.
13. **The College** is a registered with several legal and educational organisations:
 1. Registered Charity number 1142899
 2. Company Number 07663677
 3. OCR Centre Number for Level 3 Qualifications 02854
 4. Trinity College London Centre Number 42135
 5. UK Registered Learning Provider Number 10081873
14. **The Learner and The College** agree to abide by the Terms and Conditions of Enrolment. The Terms and Conditions are reviewed annually and will be updated from time to time, of which The Learner will have due notice.

Terms and Conditions last reviewed: 25/11/2018 for the 2019 intake
Next review date: 25/11/2019 for the 2020 intake