

## APPENDIX I - REGISTRATION POLICY

24hr Cancellation Notice **MUST** be given on all classes, without exception, or lesson fees must be paid in full at the next attendance (including private lessons).

The **Amanda Nicole School of Dance** is an education based company, and trains students in their chosen subject, all the way up to a professionally recognised level, under the United Kingdom Alliance (UKA) Examining Body.

Exams are held twice per year, and all students in exam classes **must** take part. All classes marked with a star (\*) on the timetable are non exam based, and are purely for fun and general dance development.

**Students attending any other Dance School(s) will not be accepted for tuition. This is to avoid any conflict or time clashes for Shows and Examinations with any other School.**

Appropriate clothing & footwear must be worn for all classes. Jewellery must be removed or taped up before taking part in sessions, however there are some exceptions. Long Hair must be tied back. Please consult your instructor if you are at all unsure.

Any injuries carried by the applicant must be disclosed to the class instructor immediately before attending any class.

This may affect the applicant's suitability to attend particular classes.

The Amanda Nicole School of Dance accepts no responsibility for the loss or damage of any personal property - any Item(s) brought onto the premises are done so at the owner's risk.

The Amanda Nicole School of Dance reserve the right to refuse or discontinue the attendance of any student, at any time.

### Data Protection

What will we do with your information?

Your information will be kept in a locked filing cabinet at all times, and viewed only by: Amanda Nicole School of Dance, staff. This information will be referred to in the following instances:

- To contact students / parents / guardians regarding class alterations or occurrences
- Reminders for upcoming events or processes
- Emergency contacts

In the event of any student discontinuing sessions, registration forms will be destroyed, immediately.

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## Appendix II: Registration Form

Name of Applicant .....	D.O.B .....
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Home Address .....

Postcode .....

Telephone: .....	Mobile: .....
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Next of Kin .....	Relationship .....
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Contact Address (if different from above) .....

Postcode .....

Telephone: ..... Mobile: .....

Doctors Name .....	Telephone: .....
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Address: .....

Postcode: .....

Does the Applicant suffer from any known allergies?, if so please give details:

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Does the Applicant suffer from any Medical conditions?, if so please give details:

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Has the Applicant had any serious injury's in the past?, if so please give details:

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In case of an emergency the first contact is:	In case of an emergency the second contact is:
Name ..... Telephone: .....	Name ..... Telephone: .....

**WAIVER OF LIABILITY:** I the Applicant / Parent / Legal Guardian of the above applicant, do hereby give permission to participate in all classes, shows or events offered by or attended by The Amanda Nicole School of Dance. I accept all risks associated with the participation and understand that there is a full possibility of injury, such as; strains; pulled muscles or broken bones, but not limited to. I hereby covenant not to sue and waive, release and forever discharge any and all rights and claims for damages, which may arise now or in the future against the **Amanda Nicole School of Dance**, it's Owners and Employee's from any and all liability and for any and all damages and / or injuries, which may be sustained or suffered by the applicant listed above. Furthermore I hereby give my full permission for the **Amanda Nicole School of Dance** to use photographs and/or videos of the applicant listed above as deemed appropriate for the promotion of the **Amanda Nicole School of Dance**

By signing this document I also state that I have read, understand and will fully adhere to the terms and conditions laid out in Appendix I

Print Full Name ..... Signature ..... Date .....

**If an applicant is under the age of 18 years, a signature of a parent or legal guardian is required.**

Print Full Name of Parent / Legal Guardian .....

Signature of Parent / Legal Guardian..... Date .....

ANY APPLICATION THAT IS FOUND TO BE FALSELY COMPLETED WILL RESULT IN THE STUDENT BEING UNABLE TO ATTEND ANY CLASSES RUN BY THE AMANDA NICOLE SCHOOL OF DANCE.