



ENROLMENT FORM

Full name of pupil as you wish it to appear on exam certificates:	
Date of birth:	
Parent/guardian contact name:	
Please state relationship to pupil:	
Address:	
Telephone number:	
Mobile Number:	
Email address:	
Emergency contact: (name and contact number)	

In the event of an emergency, the above contact will be used. Please sign and print name to give permission for an ambulance to be called if necessary:

Signed			
Print Name		Date	

By signing below, you give permission for physical contact to be used where appropriate when giving technical feedback and for photographs of lessons, trips and performances to be used in publicity material:

Signed			
Print Name		Date	

By signing below, you agree to the payment terms and conditions:

- Invoices are issued per half term.
- Payments will ideally be paid before or on the due date of an invoice.
- If 2 invoices in a row have not been paid for (1 full term) by the end of a term without a verbal / written communication or payment plan in agreement, you will not receive another invoice and will be asked not to return to classes until the total outstanding amount has been paid.
- If for whatever reason you - as a student or parent/guardian of a student - have left the school, any previous lessons that have been attended (or invoiced with the teachers expectation of the student's attendance) must be paid for if not already.
- If a student leaves the school without letting their teacher know - the first 2 weeks of an invoice will still be charged.

Signed			
Print Name		Date	

The information you have given me when enrolling your child in Hellen Tolcher's Performance Academy is held in strict confidence.
Your contact details are used by me to contact you with regards to invoicing and updating you with information about your child's classes and school events as well as for safeguarding in case of emergency. Your emergency contact details are shared with teachers of Hellen Tolcher's Performance Academy in strict confidence for safeguarding purposes.
I will NEVER sell your email address to a third party.
Your child's date of birth is used by me to make sure they are in the correct class for their age and shared with Royal Academy of Dance and Imperial Society for Teachers of Dancing ONLY when applying for examinations with RAD and ISTD.
I will NEVER share your data with a third party.