

Dance Focus Academy

Cancellation & Leaving Policy

School / Studio	Dance Focus Academy
Policy owner	Jade Fitchett
Date adopted	1/8/2026
Review frequency	Annually, or sooner if legislation/guidance changes
Next review due	1/8/2027

1. Notice Period

Parents/carers wishing to withdraw a pupil from classes must give 4 weeks' written notice to jadeowen.dfa@gmail.com Fees remain payable during the notice period, whether or not the pupil continues to attend.

2. How to Cancel

Cancellation requests must be made in writing (email is acceptable) rather than verbally to a teacher, so that the request can be properly recorded and confirmed.

3. Refunds

- Term or block fees already paid are non-refundable except where the school cancels classes (see Extreme Weather & Emergency Closure Policy) or in exceptional circumstances at the school's discretion (e.g. long-term medical incapacity).
- Costume, exam, and show fees already committed to suppliers or exam boards are non-refundable once ordered, as set out in our Payment Policy.

4. Classes Cancelled by the School

If the school permanently discontinues a class, affected families will be offered a place in a suitable alternative class or a pro-rata refund for any sessions not delivered.

5. Removal from Classes by the School

The school reserves the right to withdraw a pupil's place in cases of persistent non-payment (see Payment Policy), serious or repeated breach of the Code of Conduct, or where continued attendance poses a safety risk to the pupil or others. This will always be discussed with parents/carers first wherever possible.

6. Re-Enrolment

Pupils who leave and later wish to return are welcome to re-enrol subject to availability.

7. Review

This policy is reviewed annually.