



**Part-time academy for 4 to 19 year olds at
the Liverpool Institute for Performing Arts**

Terms and Conditions for LIPA 4-19

Age

The age bands for LIPA 4-19 classes have been carefully designed to take students' abilities and development into account. Individual students will be assigned to the age band, according to the student's age on the first day of term one. Therefore, it is very important to state the correct information about date of birth and age. During the three terms, students may be moved into different classes at the discretion of the LIPA 4-19 staff.

Attendance

Registration and classes start prompt. Strict timekeeping and attendance must be observed at all times. Can you please, where possible, restrict the student from taking unnecessary leave during term time as this disrupts classes, rehearsals and performances.

Dress code

All students are required to wear a LIPA 4-19 t-shirt. These must be purchased direct from *Kitted Out*. Plain black leggings or jogging pants (no logos or jeans) with black jazz shoes / jazz trainers must be worn for all classes.

Safety and codes of behaviour

The safety of your child is paramount. We operate to strict codes of practice that have been developed to safeguard you child's safety and well being. We ask all students and parents / guardians to co-operate with these policies. Additional Health & Safety guidelines are applicable in specific areas of LIPA and you must adhere to these conditions as laid down by LIPA staff. LIPA's full Health & Safety Policy is available on request.

- Prior notice in writing must be given if a young student is collected by a substitute parent / guardian.

- Please ensure that students are collected from LIPA 4-19 at the correct finishing time.
- Self-discipline, a professional attitude and good timekeeping are qualities that all performers need to be successful. Good manners, respect for others, taking responsibility for own actions and how they impact on others are all part of a professional attitude. Our LIPA 4-19 training seeks to instil these qualities into all our students.
- No mobile phones are to be taken into classes
- No food or drinks other than bottled water (no glass) can be taken into classes.
- In the interests of safety, no jewellery can be worn and gum chewing is not allowed.
- LIPA 4-19 cannot accept responsibility for the loss / damage to personal belongings. It is advisable that all student clothing is labelled with their name.

Carpark

The LIPA Upper Duke Street entrance car park **only** can be used for picking up /dropping off students on a Saturday and Sunday. For safety reasons, the car park is monitored by LIPA security staff at the beginning and end of LIPA 4-19 AM / PM.

We suggest you take full advantage of the cathedrals carpark's 30-minute free facility. This will enable you to drop your child in time for registration and pick up in time for collection. You also have the opportunity to stay for the duration for a small fee.

It is forbidden to park your car in front of the fire exit doors.

You cannot leave your car parked at LIPA and leave the site.

End of year show

At LIPA 4-19, the students work towards a large end of year summer show, in which the children get to perform a showcase of the work they have learnt throughout their time at LIPA 4-19

As the show date approaches, students are required to attend a couple of additional rehearsal sessions, but we will notify you of the exact details in plenty of time.

We rotate the shows each year between schools so that each academy has a chance of performing over a weekend. Once each academy has performed their show there will be no more lessons.

- 4-19 Show Tickets are non-refundable.
- In cases where you decide not to attend the show the fee is not refundable.
- LIPA may, in exceptional circumstances and entirely at the discretion of LIPA, refund the monies paid for 4-19 Show Tickets. Course fees and method of payment:

Payments for **all** fees including extra classes can **only** be paid online.

The fees are:

	Per Term fee	Sibling Discounted Fee per term
Ages 4 to 6	£155	£77.50
Ages 7 to 19	£300	£150

A discount of 50% is offered at application stage for the second same/step family sibling on the lowest fee cost i.e. for 7 to 19 years. Where the same/step siblings do not live at the same address, the consent of both parents/guardians to agree to the use of this discount, may be sought. There is only one discount per same/step family.

Fees and refunds

The fees for extra classes and advanced classes (singing company, dance company and drama company) are £85.00 per term.

We require four weeks’ notice, in writing, of the withdrawal of any student. In the absence of this notice we reserve the right to charge a full term’s fees.

If you decide to withdraw your child mid-term you will not be refunded the remaining balance.

In the event that the student is not accepted, any amount paid by you will be refunded in full.

What to do next

If you would like your child to be considered for a place in LIPA 4-19 we request that you return the application form completed. Your payment will be required when a place has been offered by LIPA and accepted by you. All waiting list places are allocated on a 'first come first served' basis, as places in the classes become available.

For all enquiries please contact the LIPA 4-19 office by telephone on 0151 330 3009 or email 419.admin@lipa.ac.uk.