

SAFETY

The care and safety of our students is of paramount importance to us. Students will not be released from class unless accompanied by a parent or caregiver. All parents and caregivers are solely responsible for students prior to the start of class. For students 8 years and above a parent may sign a consent form to allow the child to leave the class unattended. Please request this form in writing.

FEES AND NOTICE PERIOD

Fees are invoiced and charged on a termly basis and all fees must be paid in full prior to the start of term or before the first class attended. Such fees are not refundable in whole or part. All new students have a once off three week "settling" in period. If after those three weeks the class is not suitable, then a request in writing can be made for a full refund of the rest of the term's fees. A one-off T Shirt fee will be added to the first term's fees. All students are automatically enrolled for the subsequent term.

No refunds are offered for missed classes, make ups will be offered when available. In the event of a student informing Evolve Arts in advance of an absence of three weeks, a 50% reduction of those classes will be deducted from the following term's invoice. A minimum notice period of one month must be given in writing before withdrawing from any class. Failure to provide the required notice will result in a charge of half a term's fees. Notice must be submitted in writing via email and acknowledged by the administration.

DATA PROTECTION

Evolve Arts Data Protection Policy is written in accordance with the Singapore Personal Data Protection Act. The Policy is available on written request and may be amended from time to time. Enquiries and contact with us adds you to our own database. Please be assured that your personal details will be kept confidential and not shared with any third parties.

LIABILITY AND INSURANCE

Evolve Arts will not be held liable for any accidental injury or loss of property while involved in any programme

MEDICAL

In the event of an emergency Evolve Arts are authorised to make such medical arrangements as deemed necessary and all expenses incurred to the parents or guardian of the student.

PHOTOGRAPHS AND VIDEO

Please notify us in writing if you do not wish your children to be photographed or filmed during their sessions. Photographs or footage may be used in our promotional material including show reels, printed media or online.