



# CITY ARTS / 2019 – 2020 TERMS AND CONDITIONS for the Lessons in City Arts

When registering my child to City Art I agree and abide to the following terms and conditions:

## Fees, refunds and donations

1. Fees are payable in advance for each term (cf. calendar 2019-20) and not later than the third class of each new term. If your child turns up to the class without the fee having been paid, he / she will not be allowed to participate.
2. If the child, before the 1st October 2019, decides to stop, the amount (less the number of attended lessons times 10 000 FRW) will be refunded.
3. In case of serious illness or relocation from Kigali, the amount paid in advance will be refunded.

## Register and attendance

4. A register for each class is maintained by the teacher and records student attendance for the purposes of health, safety and security.
5. The max number is 10 children per class. In case all the groups of a level are full, we can accept 2 more children in the following levels: PreBallet, Ballet I and Ballet II. A waiting list will be put in place if needed.
6. All students must be registered for the classes they attend. Unregistered children will not be allowed to participate in the class. Drop-in students may register right before start of class.
7. It is expected that students attend most classes; in case a registered student may not attend, a short notice should be provided upfront.
8. Only those students can be accepted for the show who attended at least the last 6 classes before the show and who did not miss more than 6 classes during the school year.
9. If a class is not attended by the student, it cannot be refunded.
10. If a teacher cannot ensure his/her class, City Arts will replace the teacher or organize another class as a replacement.
11. The children who are waiting outside without attending a class, should never be left unattended. A parent or guardian must remain on the premises with them.
12. For the Pre-Ballet and Ballet I students, a nanny will be present to help the teacher. Please ensure that your child goes to the toilet before class and brings a bottle of water into the studio.
13. For the Ballet IV and V students, it is mandatory to enroll in minimum 2 lessons per week.

## Prices and payment

14. For one class per week, the price is 6,500 Rwf / class.  
For 2 or more classes per week, the price is 6,000 Rwf / class.
15. If space permits, children can attend single classes for a drop-in price of 10 000 Rwf / class.  
The child must be registered and the fees paid before the class starts.
16. Payment can be made:
  - By bank transfer to: Bank of Kigali – MTN Nyarutarama Branch – 00255-06948092-73  
A copy of the transfer should be sent per email to [finance@cityartskigali.rw](mailto:finance@cityartskigali.rw) – or left in the letterbox at the school.
  - By Cheque, written out to City Arts.  
Please write students name(s) on the back of Cheque and put it in an envelope in the letterbox at the school.  
Any bounced Cheque will be paid with 5% penalties.
  - by cash:  
During the “open house” day, or during opening hours.

## Uniform, punctuality and lost objects

17. Pupils are required to attend class wearing the correct uniform and to bring a bottle of water (no glass).
18. The student shall arrive at least 5 minutes in advance, so that the student has time to change. The lesson will start on time.
19. Parents or assigned caretakers must be there on time at the end of the class, in order to pick up their children. City Arts is not responsible for the children after the end of the class.
20. City Arts does not accept any liability for any loss or damage to property left on the premises. Nevertheless, personal found items will be set aside.

## Data and confidentiality

21. Please ensure that City Arts receives any changes to pupil's contact details in writing.
22. All details will be held in strict confidentiality and will not be passed on to outside parties.

I give consent to use of photographs and video recordings from time to time including City Arts website / Internet for press and promotional development of the school.

I don't give consent to use of photographs and video recordings of my child.

I am aware that the price comprises an insurance covering 'accidents corporels' for participants during activities. A copy of the insurance contract is available at the Studio on request.

**I have read and agree to the Terms and Conditions of City Arts for the year 2019/2020.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Parents Name

\_\_\_\_\_  
Student Name(s)

\_\_\_\_\_  
Signature