

PARTICIPATION PROGRAMME AND ACCREDITED COURSES TERMS & CONDITIONS

Registration and Enrolment

People attending Participation activities at The Garage are asked to complete a registration process. Participants must actively enrol for each activity they choose to attend.

Participants who enrol for a full year and pay either up front, in monthly instalments or termly are guaranteed a place for the full year of activity. Participants who enrol termly are only guaranteed their place for the following term until two weeks before that term starts. Places are issued on a first come first served basis. In order to fulfil our duty of care all activities are covered by policies including our Child Protection and Safeguarding Policy.

Fees

We offer several ways to pay fees for our performing arts classes:

- Enrol for the whole year (or part-year if enrolling after the start of the autumn term) and pay up front
- Enrol for the whole year and pay in monthly instalments through the year or part-year (if enrolling after the start of the autumn term)
- Enrol for the whole year and pay in termly instalments
- Enrol for a term and pay up front
- Pay for a one-off taster class

Enrolment commits participants to full payment of fees for the activity. For monthly instalments, the first payment will be taken on enrolment, then automatically from 1st October 2024, or the 1st of the following month if initial registration is after October, until 1st June 2025. Upon making the first payment the participant [or parent/carer if the participant is under 18] is committing to pay the fee for the full year or term. Enrolment for the year indicates your agreement to The Garage Trust Limited taking automatic payments as agreed at the time of booking and holding your payment card details securely until all fees have been paid. This provision also applies to those enrolling for our Performance Companies.

Should a participant's fee or instalment of fees not be paid in full by the agreed date, the participant will be unable to attend until the debt has been cleared. In the event of non-payment, The Garage Trust may take legal action to obtain the outstanding balance. There is no reduction in fees available for participants who are absent from sessions. If you miss a payment but still attend classes, you will be charged a £50 + VAT administration fee, in addition to the cost of any classes. This provision also applies to accredited course participants.

All fees are available to be subsidised by The Garage Trust; as a registered charity, we have a finite number of bursaries available. Please call 01603 283382 for more details or [download the bursary form from the website](#). If at any point the payment of fees becomes difficult, please contact the Head of Participation as soon as possible.

Activity Cancellations

There may be rare instances when sessions have to be cancelled due to circumstances beyond our control. As much notice as possible will be given. In the event of any cancellation, we will offer a rescheduled session at the end of term; if you are unable to attend this date we will credit your account to the value of the individual activity.

Refund Requests

If you have enrolled onto one of our performing arts classes (not one of our accredited courses like a GCSE) and paid for the full year up front but no longer wish to attend, no refund is payable. If you have enrolled onto a class and are paying in monthly instalments and no longer wish to attend, notify us in writing by emailing info@thegarage.org.uk by the 15th of the month and we will stop payment from the following month. There will be no part refund of a monthly payment. If you have enrolled onto a class and are paying in termly instalments, notify us at least two weeks before the start of the next term and we will stop payment for the following term. There will be no part refund of a termly payment.

Payment for a one-off taster class is non-refundable; if you are unable to attend let us know by emailing info@thegarage.org.uk or calling 01603 283382 and we will reschedule your booking to another session of the class.

If it is no longer possible for you to attend the class programme requests for extraordinary refunds may be made in writing to the Head of Participation c/o info@thegarage.org.uk. If a refund is authorised it will be issued for remaining classes in the term or year less a £1+VAT administration fee per outstanding session.

Accredited Courses

At the point of registration for our accredited courses the participant [or parent/carer if under 18] agrees to pay the full fee for the course. This provision also applies to participants [or parents/carers if under 18] in receipt of Garage scholarships. Payment in instalments to an agreed schedule can be arranged at the point of registration. The full fee must be paid at least 30 days before the exam date. Fees for accredited courses paid or part-paid cannot be refunded if you no longer wish to attend.

If it is no longer possible for you to attend, requests for extraordinary refunds may be made in writing to the Head of Centre c/o info@thegarage.org.uk. If any refund is issued it will be pro-rated to account for the remaining course sessions, less a £150 + VAT administration fee.