

Notice to leave Sharpe Academy

Please complete this form clearly using CAPITALS

SHARPE ACADEMY NOTICE POLICY to leave at the end of the Summer term 2019

ACT 1, ACT 2, ACT 3 and Dance/Acro Classes

Half a term's written notice is required to release your place. Notice is due by **WEEK 5** of a term to leave at the end of that term. **Half a term's fee is payable** if this notice is not given. To leave at the end of the Summer term 2019, notice must be received no later than **Sunday 26th May 2019**.

Company Classes

One full term's written notice is required to release your place. Notice is due by **WEEK 1** of a term to leave at the end of that term. **Half a term's fee is payable** if this notice is not given. To leave at the end of the Summer term 2019, notice must be received no later than **Sunday 28th April 2019**.

SHARPE ACADEMY NOTICE POLICY to leave at the end of the Autumn term 2019

ACT 1, ACT 2, ACT 3 and Dance/Acro Classes

Half a term's written notice is required to release your place. Notice is due by **WEEK 5** of a term to leave at the end of that term. **Half a term's fee is payable** if this notice is not given. To leave at the end of the Autumn term 2019, notice must be received no later than **Sunday 3rd November 2019**.

Company Classes

One full term's written notice is required to release your place. Notice is due by **WEEK 1** of a term to leave at the end of that term. **Half a term's fee is payable** if this notice is not given. To leave at the end of the Autumn term 2019, notice must be received no later than **Sunday 22nd September 2019**.

I would like to give notice for my child/children named below to leave Sharpe Academy at the end of the summer term 2019.

- If this notice is given by the deadline shown above, no fee will be payable.
- If the deadline shown above has passed, half a term's fee is payable.
- If a term has already begun when notice is received, the full fee for that term must be paid.

STUDENT NAME(S)

CURRENT CENTRE ATTENDED

I would like my child/children named above to continue at Sharpe Academy for one more term and would like to give notice for them to leave at the end of the Autumn term 2019. I understand that Sharpe Academy does not accept part-term payments and the full fee for the Autumn term will be payable.

PARENT / GUARDIAN'S DETAILS

Name:

Signature:

Date:

Why is a notice fee charged?

At Sharpe Academy we guarantee to uphold our Terms & Conditions, to safeguard all the children in our care, to provide trained and experienced teachers, to conduct well-planned and structured lessons and to guarantee that your child's place will always remain theirs until official notice to leave is given. Giving us the correct notice allows us to protect the jobs of our staff, venue hires and future student enrolments, ultimately safeguarding Sharpe Academy itself. All parents agreed to the Sharpe Academy Notice Policy when joining.

If half a term's fee is paid in lieu of notice, can a student attend for that half term?

No, students cannot attend for part of a term. Our trial classes take place at the beginning of each term, therefore we cannot fill a place for part of a term. The fee is in lieu of notice – the student would not be able to continue to attend classes.