## **Terms and Condition**

## **Payment Policy**

- 1. \$10 enrollment fee per student. JK D&M Academy T-shirt included in this fee.
- 2. Payments are processed in the office. All purchases are final, non-refundable, non-transferable, non-extendable and cannot be shared. Cash or Credit cards are accepted. If you are paying for classes in advance or dropping in for a casual class, please pay before the class.
- 3. If you want to continue your membership, please make payment for next 10 lessons pass on your **9**<sup>th</sup> class to secure your spot in the class.
- 4. Please note that there are no further discounts for family members, long-term members or for cash payments. 10 lessons membership can only be used by one person and is not transferrable to anyone.
- 5. Single pass payment is valid for trial or trying other classes only. CANNOT be used continuously.

## **Attendance Policy**

- 1. The 10 lessons (10 credits) pass will being from the first date of your first class. Your credit will now be deducted automatically despite attendance of your class that week unless we are informed otherwise.
- 2. Classes will be a maximum of 20 students only. If classes are full, you may be asked to attend different class. You must attend your designated class time and day.
- 3. Due to being a member of Performing crew, Attendance is compulsory. Credit will be deducted in any circumstance of absence. Please let academy manager know if you have any special occasion.
- Special Group lesson is limited to 10 people per class, but it is your responsibility to arrange the group.
- 5. If you are running late, please go to the office to get your class attendance recorded.
- 6. For absent, please let the office knows 24 hours in advance. For long Term Holiday, please let office knows 2 weeks in advance. If it doesn't meet the requirement of 24 hours notice, your credit will be still deducted.
- 7. The Pass credit must be used within 90days except during school vacations.

## In Class Policy

- 1. Footwear: Enclosed shoes must be worn in the studio for all classes.
- 2. Clothing: Flexible and comfortable clothing or JK D&M Academy uniform to be worn.
- 3. Personal Belongings: You must monitor the safekeeping of your personal belongings while attending class, as JK D&M Academy does not take responsibility for lost or stolen property.
- 4. Safety: You are responsible for ensuring that you are physically and medically fit for class. You understand that it may be physically strenuous, and you voluntarily participate with full knowledge of risk of personal injury, property loss of death. You agree that you will not sue or make other claim of any kind against JK D&M Academy or its members for any personal injury, property damage/loss, or wrongful death, whether caused by negligence or otherwise, during classes or whilst at or near the studios.
- 5. Spectators: If you want to watch the class, we allow 5 to 10 minutes accompanied by our studio manager or other authorized JK staffs.
- 6. The right of publicity: We take photos & videos in the class and they will be used and uploaded online for Academy. If you do not want, please let JK staffs or trainer know before recording.