

ROYAL ACADEMY OF DANCE

Continuing Professional Development NEW ZEALAND Terms and Conditions

Fees

1. All fees are inclusive of GST. The Academy reserves the right to amend fees where either tax changes take place during a calendar year or circumstances, such as the introduction of or a devaluation of a currency.
2. We reserve the right to charge a surcharge for application forms received after the closing date.
3. 3.Payment for activities should be submitted separately from payment for resources.

Closing Dates

Closing dates will be published locally, but the general rule is that closing dates is two weeks prior to the date of the Seminar.

4. Applicants are asked to apply early to ensure a place as each Seminar has a limited number of places.

General Terms and Conditions

5. All applications and payments will be processed in order of receipt.
6. Correspondence will be sent primarily via email, if the email address is incorrect the RAD cannot be held responsible for missed or misdirected email communications.
7. Written confirmation of your application will not be sent until the closing date.
8. Applications are non-transferable.
9. All participants must be aged 16 and over.
10. A Tax Invoice/Receipt will be issued and posted after the course together with the Certificate of Attendance and Transcript.
11. The Academy reserves the right to alter the advertised programme and/or tutor without prior notice. The information in this and other printed or electronic brochures/notices is correct at the time of print or going online.
12. If participant information is not received it is the responsibility of the individual who completed the booking to contact CPD department to arrange for the information to be reissued:
13. Any CPD Value that an activity may carry is awarded in accordance with the Rules and Regulations of the RAD CPD Scheme. Any CPD Value accrued cannot be transferred between applicants.

Withdrawals, Transfers and Refunds

14. Participants who withdraw voluntarily will have their activity fees refunded, as follows:
 - a. Withdrawals before the final closing date will receive a 90% refund.

- b. Withdrawals between the final closing date and six (6) working days prior to the activity will receive a 50% refund.
 - c. There will be no refund for withdrawals made five (5) or fewer working days prior to the start of the activity.
 - d. Participants who have to withdraw due to injury or illness, either before or after the closing date but before the activity starts, will receive a 90% refund, subject to the receipt of medical evidence.
15. Participants are strongly advised not to book travel or accommodation until receipt of final participant confirmation that the activity is taking place, usually 5 working days prior to the activity start date. The RAD will not accept liability for travel, accommodation or any other expenses incurred by participants.

Insurance

16. Participants are advised to consider taking out insurance against withdrawal due to injury/illness, medical treatment, or hospitalisation, or due to personal or family reasons which might prevent them completing the activity. Participants with an existing injury attend at their own risk.

Force Majeure

17. The RAD shall not be liable to refund fees or any other penalty should activities be cancelled due to any cause whatsoever beyond their control.

Data Protection Statement

The CPD Department hold information and contact details requested at the time of your booking that enable them to provide you with information relating to a participant's registration for an activity. We will not disclose your information to a third party except where legally required to do so. In addition, our Privacy Statement and Company Privacy Policy are available to view and download: The CPD Privacy Statement is available to view online [here](#). The full RAD Privacy Statement is available to view online [here](#).

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