

PQA APPLICATION FORM

PARENT / GUARDIAN DETAILS

First Name

Surname

Address (if for any reason the student's address is different please provide details)

Home telephone

Postcode

Mobile

Email

ALTERNATIVE EMERGENCY CONTACT

Full name

Relationship to member

Home telephone

Mobile

ACADEMY LOCATION

Academy location required

AM PM

Preferred start date

How did you hear about PQA?

STUDENT DETAILS

First names

Surname

Likes to be known as

Date of birth

Age

Gender

Boy

Girl

Type of membership

Primary

Sibling

Poppet

If sibling, primary student name

All our students receive a free PQA T-Shirt, please state size below

Age 3-4

Age 5-6

Age 7-8

Age 9-10

Age 11-13

Adult Small

Adult Medium

Adult Large

Adult X Large

Are there any medical conditions or other circumstances which you would like the Academy to be aware of? (If yes please provide details below, kindly use a separate sheet if necessary)

Please only sign opposite if you authorise your child to sign themselves into and out of The Academy and to leave unaccompanied.

Signed

ACADEMY FEES

Our fees encompass membership and tuition and accumulate to just £8.00 per hour. Fees are payable in advance by Direct Debit in 12 equal monthly instalments based on the appropriate membership fee. A 25% discount applies to siblings of a primary student. Fees are as follows:

Primary Student £88.00 per calendar month (3 hours/week - 44 weeks/year)

Sibling Student £66.00 per calendar month (3 hours/week - 44 weeks/year)

Poppets Student £44.00 per calendar month (1.5 hours/week - 44 weeks/year)

Fees are membership based and no refund is payable for non attendance. Sibling discounts do not apply if attending Poppets classes. We only ever ask for one month's notice of cancellation. Please refer to our full terms and conditions at www.pqacademy.com

For office use only

Academy ID

Membership No

Start Date

Sibling Membership No

PQA MEMBERSHIP RULES

This agreement sets out the terms and conditions that will govern the relationship between us, PQA Ltd and you the Parent/Guardian. It is a legally binding agreement. These rules are important to maintain standards and to ensure that all members gain the maximum benefit from their membership.

Any free trial (taster session) is strictly at the approval of the Academy Principal, subject to availability, restricted to a maximum of 2 weeks and does not guarantee a place at PQA. A free trial may not be claimed in retrospect.

Membership of PQA entitles you to apply to send one child to one of the Academies. You are advised to keep the child at the same Academy to assure the best continuity of tuition, however, you are entitled to send the same child to another Academy provided you give the Academy and PQA notice of your intention to do so, no less than one week in advance.

Fees are divided into Academy tuition fees (£44.00 pcm inc. VAT where applicable) and Membership fees (£36.77 pcm plus VAT). VAT invoices are available on request. Discounted fees will vary. Class timetables and teachers are subject to change from time to time without notice.

In order to avoid disturbing classes, you and your child are requested to arrive in good time. Entrance to classes may be barred to anyone arriving more than 15 minutes late.

A teacher may, at any time, ask your child to leave a class if he/she is jeopardising the safety or enjoyment of others or their educational experience.

Each Academy may also have its own additional rules of which you will be notified. Your child and any guests are required to observe these rules in full.

The minimum membership period is 2 months. You must pay the monthly membership subscription by Direct Debit for the minimum membership period unless your membership is terminated without liability, suspended or transferred in accordance with these terms. The Academy reserves the right to change the day, time and location of the sessions. Should this be restrictive to attendance the minimum notice period will be waived.

You may terminate this agreement at any time without liability if the tuition the child is offered falls below, on more than one occasion, the standards reasonably expected to be provided.

We will suspend membership during the minimum membership period in the event that the child is unable to attend the Academy for more than one month due to his / her injury or illness. In the unfortunate event that it is medically no longer possible for the child to attend any Academy we will cancel the minimum membership period without any further obligation to you. We may require suitable medical evidence in the form of a GP or hospital letter setting out the medical reasons.

In the event that you do not make the membership fee payments when due, the right to send the child to attend any Academy will be withdrawn until payment is received and brought up to date. Interest is payable (whether before or after judgment) on any sums not paid when due at the rate of 4% p.a. above the base lending rate of RBS Bank calculated daily. If your account falls into arrears on more than three occasions during any one calendar year we reserve the right to terminate your membership with immediate effect.

At the end of the minimum membership period, your membership will automatically continue unless either party cancels by giving the other at least one month's notice.

We may terminate your membership and discontinue the child's entitlement to attend the Academy in the event of serious or repeated breach of these Membership rules.

Payment is due on the first of each month. Payment must be made by Direct Debit mandate. If payment of membership fees or tuition fees is not made in full for any reason we reserve the right to suspend your membership and to exclude your child from the Academy.

This agreement may be terminated if either party is in serious breach of its obligations to the other.

We reserve the right to use any individual or group photographs of your child for publicity purposes.

Bullying, harassment, abuse or other inappropriate behaviour by you, your child or guests is strictly forbidden and will result in expulsion and such other legal remedies as may be available.

To the extent permitted by law, our liability to you, save in respect of death or personal injury caused by our negligence shall be limited to the total amount you have paid for your membership.

You and your child must treat all PQA members, children, staff and teachers with respect and consideration. PQA does not tolerate rude, offensive or aggressive remarks and behaviour in any way. You must make yourself and your child aware of the health and safety rules of the venue and comply with the recommendations at all times.

Smoking and the bringing or consumption of alcohol and the use or being under the influence of illegal substances is not permitted anywhere in our Academies.

If you have a complaint or concern that cannot be resolved via the Academy Principal please contact us privately and we will do our best to resolve the matter.

We reserve the right to make changes to these rules and will communicate any changes to you at the address or email specified. Proof of sending such notice shall be sufficient evidence of receipt.

A four week notice period is required for termination of membership and can only be given in writing to PQA Ltd, P.O. Box 1305, High Wycombe HP10 9YG or via email to notice@pqacademy.com. The time of receipt (not sending) shall be the time of commencement of the notice period.

This agreement is governed by the laws of England and Wales.

DECLARATIONS

Film & Television is one of the core modules at PQA. Students makes short films in teams fulfilling roles as part of a film crew or acting in front of the camera. Films are shared by PQA online on our official channels, screened at local cinemas and sometimes even entered into film festivals. Tick here to agree that your child's name and/or image may be used in short films made by students at the Academy.

The personal data included in this form will be processed (as such terms defined by The General Data Protection Regulation (GDPR) (EU) 2016/679) by PQA Ltd for the purposes of administration, research, and for the obligations under legislation relating to children. PQA Ltd will not disclose this information to third parties for marketing purposes. By signing this form, you are deemed to consent to the use of such personal data for the above.

Our full privacy policy can be found at www.pqacademy.com/privacy-policy/

You have the right to withdraw from us your consent to process your personal data at any time. If you wish to do so, please email enquiries@pqacademy.com Please bear in mind that if you object, this may affect our ability to complete a contract which we have with you. PQA will maintain an audit trail of consent given and consent withdrawn.

Signed

Date



Please fill in the whole form using a ball point pen and send it to:

The Pauline Quirke Academy
P.O. Box 1305
High Wycombe
Bucks
HP10 9YG

Instruction to your Bank or Building Society to pay by Direct Debit

Name(s) of Account Holders(s)

Originator's Identification Number

4	4	8	4	8	6
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Bank/Building Society account number

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Branch Sort Code

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FOR PQA OFFICIAL USE ONLY This is not part of the instruction to your Bank or Building Society
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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that the instruction may remain with The Pauline Quirke Academy Head Office and, if so, details will be passed electronically to my Bank or Building Society.

Reference Number (for office use only)

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Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

- If there are any changes to the amount, date or frequency of your Direct Debit PQA Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request PQA Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by PQA Limited or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when PQA Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.