



## TEACHERS' APPLICATION FORM

### LUXEMBOURG EASTER SCHOOL 2012

#### Applicant Information (please complete in block capitals)

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Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Male  Female

RAD Registration Number): \_\_\_\_\_

Address \_\_\_\_\_

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Country \_\_\_\_\_

Postcode/Zip Code \_\_\_\_\_

Contact Tel Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Information Packs will be emailed if you provide your email address and tick here

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#### How to Pay

##### Tuition

Day 1-3	Grade 1-3 new syllabus		190€
Day 4	<i>Parents' Open</i> day observation for course participants *		15€
Transport 4 days**	(optional)	<input type="checkbox"/>	24€
3 course hot lunch***	x 4	<input type="checkbox"/>	48€
	x 3	<input type="checkbox"/>	36€
Soup, sandwich & dessert lunch	X 4	<input type="checkbox"/>	25€
	X 3	<input type="checkbox"/>	20€
Vegetarian option please tick		<input type="checkbox"/>	

**TOTAL AMOUNT**

€ \_\_\_\_\_

- Teachers on the course who are also parents of participating students admitted free
- Transport can only be offered for 4 days
- Lunch options are available for 3 days – Hot lunch 36€, s/s 20€

PLEASE NOTE WE CAN NOT ACCEPT CHEQUES UNLESS THEY INCLUDE THE BANK HANDLING CHARGES.

Bank transfer I have arranged for €\_\_\_\_\_ to be transferred to:

**Account : Royal Academy of Dance**  
**Account number: LU 37 0030 0889 03 85 0000**  
 BIC CODE: BGLL LU LL  
**BGL BNP PARIBAS**  
**50 ave J F Kennedy**  
**L-2951 Luxembourg**  
**Tél: +352 42421**  
**Fax: +352 4242-2579**  
**E-mail: [info@bgl.lu](mailto:info@bgl.lu)**  
**Internet: [www.bgl.lu](http://www.bgl.lu)**

**IMPORTANT: Copies of bank transfer documents MUST arrive with the application form. The teacher's name and membership number if known, should be quoted on the transfer document, not the payer name. If we do not receive the transfer document bearing the teachers name and accompanying the application form then we cannot guarantee a place on the Easter course**

Please return completed forms by mail to:

**Jacqueline M Spence,**  
**National Director Benelux and France**  
**Royal Academy of Dance,**  
**21 Cité Joseph Bech,**  
**L-6186 Gonderange**  
**Luxembourg**

**Tel : ++352 787225**  
**e-mail: [RAD-Benelux@pt.lu](mailto:RAD-Benelux@pt.lu)**

## **TERMS & CONDITIONS**

I agree to abide by the Academy's terms and conditions.

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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## **1.1 Bookings**

- (a) Applications with full payment should be received **on or before 15<sup>th</sup> February 2012**. A penalty of 30€ will be charged for late applications and late payments.
- (b) All bookings will be dealt with in order of receipt. Payment will be processed within ten working days on receipt of application.
- (c) Provisional confirmation of a place on the Easter course will be sent on receipt of application.

## **1.2 Withdrawals and refunds**

### **Tuition fees**

Teachers/students who withdraw voluntarily will have their tuition fees refunded, subject to the clauses below:

- (a) All withdrawals before the closing date will incur a 10% administration charge.
- (b) Withdrawals between the closing date and ten (10) working days before the start of the Easter Course will be refunded 50% of the tuition fee.
- (c) Withdrawals during the ten- (10) working days prior to the start of the Easter course will not be refunded.
- (d) Teachers who withdraw due to injury or illness after the closing date, or during the course itself, will have their tuition fees refunded for the days they has been unable to attend, less a 20% administrative charge providing a medical certificate is produced.
- (e) Participants with an existing injury attend the course at their own risk. Participants should consider whether they need insurance coverage in case of injury during the course.
- (f) All participants must be aged 16 and over.
- (g) The Academy does not normally provide receipts unless requested to do so. An alternative for teachers is to retain a copy of their application and match it with their credit card slip / bank statement as evidence for their accountants.

## **1.3 Cancellation of course**

The Royal Academy of Dance may cancel the Easter course if it fails to attract a viable number of students. Full refunds for tuition and transport /lunch fees will be made in these circumstances.

## **1.4 Insurance**

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

## **1.5 Content**

The Academy reserves the right to alter the advertised programme and faculty without prior notice. The information in this and any other printed or electronic brochure/notice was correct at the time of printing or going on-line.