TAP SHOW COMPANY

Registration and School rules 2026/2027 - EN

This document needs to be read, filled and signed by the student (or parents, if student under 18), then handed in at the reception, or returned by E-mail **BEFORE** the first class.

REGISTRATION

- All students attending classes at the school must be registered in advance by reading, completing and signing this document. For minors, this document must be completed and signed by a parent or legal guardian.

PAYMENT OPTIONS

>>> Single-Class Payment :

- All classes are subject to payment, even if you are attending "just for a trial"!
- Individual classes must be paid at reception before the class begins, preferably in cash or by instant bank transfer (using the QR code and your mobile banking app). Please note that no card payment terminal is available on site.
- If reception is closed, payment must be made directly to the teacher before the class begins.
- Individual classes may be paid for throughout the year, but no discount applies.
- Discounted packages are available and offer better value : Annual Package (-10%) or Trimestrial Package (-5%).

>>> Annual package (-10% discount on the standard rate) :

- The Annual package is more economical because it reduces administrative work and encourages regular attendance.
- Students may subscribe from their very first class or after attending two or three trial classes paid individually. Any classes already paid for will be deducted from the total package price.
- The Annual Package must be paid in full in a single payment and is non-refundable under any circumstances (see "Absences").
- With an Annual package, missed classes may be made up at any time during the current school year.

>>> Trimestrial package (-5% discount on the standard rate) :

- The trimestrial package allows the total fee to be spread over three payments during the school year (September, January and April).
- Students may subscribe from their first class or after attending two or three trial classes paid individually. Any classes already paid for will be deducted from the first quarterly payment.
- With a trimestrial package, missed classes may only be made up during the same trimester in which they were missed.

>>> Performance Fee :

- Students taking part in the end-of-year show will be asked to pay a small contribution towards the event costs (costume maintenance, props and set production, video recording and editing, and professional photography).
- Participants will receive the video of the show as well as the complete photo report. Details are available in the course fee schedule.

CLASSES CANCELLED BY THE SCHOOL

- Classes exceptionally cancelled by the school will be credited or refunded at the end of the school year for students on a package, unless an alternative class has been offered (which may include a different teacher, timetable or date).
- The school cannot refund classes cancelled due to circumstances beyond its control, such as terrorist alerts, epidemics, extreme weather conditions or other force majeure events.

STUDENT ABSENCES

- Please notify us of any absence to help us organise classes efficiently.
- For students enrolled in a package, missed classes are not refundable but may be made up in accordance with the package conditions.
- In the event of an absence of at least five consecutive weeks due exclusively to medical reasons, missed classes may be carried forward to the following trimester (Trimestrial package) or to the following school year (Annual package).
- No refunds will be granted. The school office must be informed directly, and a medical certificate must be provided from the first week of absence in the case of a serious medical condition.

INSURANCE

- Group accident insurance is included in the course fees.
- In the event of a serious accident occurring during a class, the registered student must request an accident claim form from the management within 24 hours (Joëlle: +32 497 72 12 36 – Vincent: +32 495 62 25 92 – claquettes@tapshowcompany.com). After this deadline, it will no longer be possible to open an insurance claim.

- Please note that the insurance company applies a €25 deductible for every claim. This measure was introduced following repeated claims for minor injuries that did not justify insurance intervention.
- The €25 deductible is payable by the student and will be deducted directly from any reimbursement of medical expenses.
- The claimant must complete the accident report form and submit it to the insurance company within 24 hours.
- The insurance company is solely responsible for handling the claim and has sole discretion in deciding whether the incident is covered.
- Negligence is not considered an accident under the insurance policy (for example : insufficient warm-up, running in the studios or on the stairs, bumping into mirrors, leaving the school without informing staff, etc.). Please exercise caution.
- All communication regarding an accident claim (medical documents, questions, reimbursement of medical expenses, etc.) is handled directly between the claimant and the insurance company.
- Parents are responsible for their children outside the scheduled class times. They must accompany their children to the dance studio and collect them from reception immediately after class.
- Reception is not a childcare service.
- Students over the age of 65 are not covered by the school's insurance policy and must therefore arrange their own personal insurance coverage.

BUILDING ACCESS & MOVEMENT
- Due to the layout of the studios, you may occasionally need to pass through a studio where a class is in progress. Please remain silent and cross the room as discreetly as possible.
- Please also keep noise to a minimum in the hallways and changing rooms. Sound carries throughout the building, even during tap dance classes !
- Please switch off your mobile phone before entering the dance studio area.
- Smoking is strictly prohibited anywhere inside the building and pets are not allowed on the school premises.

CLASSES
- Students are expected to arrive on time and be fully dressed and wearing the appropriate shoes at least 5 minutes before the start of class.
- Appropriate dancewear is mandatory. Teachers reserve the right to refuse participation to any student whose clothing or footwear is unsuitable or may pose a safety risk to themselves or others.
- Children taking tap classes must be able to tie their own tap shoes properly. Shoes that are too large are not permitted.
- Please make sure the screws on your tap shoes are securely tightened and do not protrude, to avoid damaging the wooden floor.
- As every class begins with a warm-up, late arrivals are responsible for any insufficient physical preparation.
- Out of respect for the teacher and fellow students, late arrivals will not be admitted more than 5 minutes after the class has started.
- Students waiting for the next class are kindly asked to remain quiet until the current class has finished.
- Mobile phones must remain switched off during classes.

SUBSTITUTE TEACHERS
- Tap Show Company reserves the right to replace an absent teacher without prior notice to ensure that classes can take place as scheduled. It is not always possible to notify every student in time, and learning from another qualified teacher is both a valuable opportunity and beneficial to students.

STUDIOS
- Eating is strictly prohibited in the studios, hallways and changing rooms. Please use the bar/reception area provided for this purpose.
- Drinks other than water are strictly prohibited in the changing rooms and dance studios, as the wooden floors are untreated.

CHANGING ROOMS
- Changing rooms are available on each floor. Ground floor : a mixed changing room for tap students, where you may change your shoes. First floor : separate changing rooms for men and women.
- We rely on everyone's kindness and respect when using these shared and sensitive spaces, as throughout the rest of the building. Arriving already dressed for class is also an option !
- Changing clothes is not permitted in the reception/bar area, not even "just changing shoes." This is not appropriate.
- Please do not leave valuables in the changing rooms. Bring your handbag, wallet, switched-off mobile phone, watch, and other valuables into the dance studio with you.
- The school accepts no responsibility for theft, loss or damage to personal belongings anywhere on the premises.

PARENTS
- Classes are for enrolled students only. Parents and accompanying persons are not permitted to remain in the changing rooms or studios during class. They are welcome to wait in the reception/bar area.
- Please do not stand or wait in the stairways or hallways.
- Teachers reserve the right to cover or close the studio windows at any time to ensure students can concentrate and to maintain a high-quality learning environment.

BICYCLES & SCOOTERS
- You may park your personal bicycle or scooter (not shared or rental vehicles) in the entrance hall, provided that access to the reception area remains clear. Please secure it to a fixed point.
- Please note that Tap Show Company accepts no responsibility for theft of or damage to bicycles or scooters. Indoor parking is offered as a convenience only and does not imply any transfer of responsability.

HEALTH & SAFETY MEASURES
Any health and safety measures required by the government will be implemented and respected within the school.

FINALLY
All of these rules are based on many years of experience. Unfortunately, new situations arise every year, and this list continues to grow. Our intention is certainly not to police anyone, but to ensure that the school remains a pleasant place to learn, work and enjoy dancing together. It is simply a matter of mutual respect, courtesy and consideration for everyone.

The school management.

Student's necessary informations for his/her registration :

Student's last name : .....

Student's first name : .....

Date of birth : ..... / ..... / .....

Address (str./av./bld.) : ..... Nr : ..... Box : .....

Post code : ..... City : .....

Phone (home) : .....

Phone (mobile 1) : ..... Phone (mobile 2) : .....

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E-mail (1) : .....

E-mail (2) : .....

Discipline(s) / Class(es) wanted : .....

Signature of the student (or parent of the minor) : For these 3 pages, read and approved,

Date : .....