

# Spring Course 2019

## Application Form

*NOTE: Please read this document carefully and retain for your reference.*

### DATE

Tuesday 9 April – Thursday 11 April 2019

### PRICE

£185

### MINIMUM REQUIREMENTS

We ask that applicants applying for the Spring Course are 11-16 years old, in School years 7-11, and have a minimum of RAD Grade 5/ RAD Intermediate Foundation or equivalent including pointe work. All courses will include classes in pointe for girls and coaching for boys.

*Please note that 11 year olds applying for the Course need to have turned 11 by 1 September 2018.*

### COURSE PAYMENT

Payment for the course can be made either via cheque, online, or by card over the phone. Cheques should be made payable to 'Central School of Ballet'. Please print the participant's name on the back of the cheque. Alternatively, you can pay online through our website <http://www.centralschoolofballet.co.uk/coursesonlinepayment.php>

You can also call the Widening Participation & Access Department during office hours (9.30am-5.00pm) and pay by credit/debit card over the telephone.

**Please note that an additional administrative charge of £5 will be levied against any cheques that are returned by the bank.**

In addition, please note that when paying online you will receive a notification of payment from WorldPay. This does not indicate that a place has been awarded on the course. Only a notification of acceptance from the Widening Participation and Access Department by email, upon receipt of your application form, confirms an allocated place on the course. If you have not received an email within 7 days of sending your application, then please contact the Widening Participation and Access department on 0207 837 6332.

Completed application forms can be emailed to [participation@csbschool.co.uk](mailto:participation@csbschool.co.uk) or sent to: Widening Participation & Access Department, Central School of Ballet, 10 Herbal Hill, Clerkenwell Road, London, EC1R 5EG.

## REFUND POLICY

Please note that course fees, which are to be paid in full, in advance, include a non-refundable deposit. For the Spring Course, **the non-refundable deposit is £65.**

If you withdraw from the Spring Course **up to 7 days** before the start date, you will be refunded the fee minus the non-refundable deposit, and hence, Central School of Ballet will retain £65.

If you withdraw from the Spring Course **within 7 days**, Central School of Ballet will retain 50% of the total course fee, which is £92.50.

If you withdraw from the Spring Course **on the day** of the course start date or during the course, Central School of Ballet will retain the total course fee of £185.

If you withdraw due to injury or sickness, refunds are made at the school's discretion, upon receipt of a medical note. However, it is noted that the school will retain the non-refundable deposit of £65.

Notification of withdrawal must be put in writing and sent to the Widening Participation & Access Department. Refunds will be issued based on the date of receipt of withdrawal notification. The date of receipt will be the date on which the email or letter is received by the Widening Participation & Access Department.

## DRESS

Your usual ballet uniform of leotard, tights, ballet shoes (pointe shoes for the girls) will be required throughout the week. For other classes, no footwear is required but we suggest wearing convertible tights to easily change between classes. You may also wish to bring tracksuits and footwear for keeping warm between classes. You are welcome to bring Jazz and Character shoes, if scheduled, should you own them but it is not essential.

## TIMETABLE

Classes begin at 10am each day and usually end at 5pm. We recommend that you arrive 30-45 minutes before class starts on the first day of your course. Please also allow time to warm-up before each class.

We ask that students do not arrive earlier than 9am, and vacate the building by 6pm, each day.

Students will be assigned a group prior to the start of the course. You will be notified of your group when you receive the final timetable by email closer to the date of your selected course. Groups are chosen at our discretion and that decision is final. Groups will be reviewed by course tutors on the first day of the course.

We will also provide any additional relevant information in advance of the course.

Parents/Guardians of all students enrolled on the Spring Course, are invited to watch the Ballet class and either the Pointe or Boys Coaching class on the last day of the course.

## **BOYS ONLY CLASSES**

Subject to a minimum numbers of boys applying for the course we hope to offer boys only ballet classes.

## **ACCOMMODATION**

Please note that our courses are non-residential but we do provide recommendations of accommodation nearby. Accommodation must be arranged independently by applicants.

## **OUR LOCATION**

10 Herbal Hill  
London  
EC1R 5EG

Central School of Ballet is located near Farringdon tube and Overground station. Chancery Lane tube is also within ten minutes walk. Although centrally located you will almost certainly need to use public transport if you are to take advantage of all London has to offer during your visit. The most economical and efficient way of doing this is to acquire an Oyster Card. For more information on how to apply for an Oyster Card please visit:

<http://www.tfl.gov.uk/tickets/14310.aspx>.

## **PLEASE REMEMBER**

Please enclose the following with your completed application form:

- 1 passport photograph (with the applicant's name printed on the reverse)
- Course fee (cheque or details of how payment was made)
- Completed Equality & Diversity Form



# Spring Course 2019

## Application Form

(For 11-16 year olds, subject to minimum requirements)

Tuesday 9 April – Thursday 11 April 2019

### Applicant's Details

Surname		First Names	Attach 1x passport photo
Address			
Postcode			
Date of Birth:		Age:	
Current School Year:		Male / Female	
<b>Parent / Carer Contact Details</b> Contact name in case of emergency  Telephone no. (incl. code) Email Address (for all correspondence about the course):			

### Academic School

Name of School:
Address:
Postcode:

**Dance School**

Name and addresses of dance schools, teachers and date attended starting with your current teacher (please continue on an additional sheet if necessary).

Name of Dance Teacher	Address of Dance School	Dates Attended	Hours per week

Training to Date

Have you studied:	YES	NO	Most recent examination taken. Please state examining board, level, date taken and result
Classical Ballet			
Contemporary Dance			
Modern/Jazz			
Character			
Pointe Work (if yes how much)			
Other (please state)			

Additional Information

	YES	NO	If yes, please specify
Are you considering entering full time dance education?			
Have you previously attended any Central School of Ballet courses or auditions?			

### Injuries & Medical Conditions

Please specify any ongoing medical conditions, allergies and recent injuries and relevant treatment.

I understand that the information I provide on injuries and medical conditions will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). I can withdraw my consent at any time by emailing [participation@csbschool.co.uk](mailto:participation@csbschool.co.uk)

### Additional Needs & Resources

Will you need additional support for any reason? YES/ NO  
*If yes, please provide more details below:*

By informing us of any additional needs, this means that we can look at any extra support that is needed and make sure it is in place before you start classes with us. This is to ensure you are safe, well cared for and most importantly happy in class.

The support may be for health or medical requirements, learning difficulties or behaviour. These could include medical treatment, assessments by a speech and language therapist, medical staff, psychologist or psychiatrist and concerns about development or behaviour.

All information disclosed is confidential and will only be used to decide whether you need additional help or resources.

### Course Payment

How did you pay for the Spring Course?

Cheque Enclosed <input type="checkbox"/>	Credit Card <input type="checkbox"/> Date.....	Online <input type="checkbox"/> WorldPay Transaction ID.....
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## Photography Permission

Central School of Ballet may take photographs and/or film footage in classes which will be used at the discretion of Central School of Ballet, the Conservatoire of Dance and Drama and partner organisations on social media and future marketing campaigns. To comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we need your permission before any images of your child (aged under 18) are taken. Please note names of children will not be printed alongside photographs.

**YES**, I give / **NO**, I do not give (*please delete accordingly*) permission for my son/daughter to be photographed and/or filmed during classes, and for the resulting images to be used by Central School of Ballet and the Conservatoire of Dance and Drama.

We will ask for your consent on an annual basis throughout the duration of your child's time at Central School of Ballet. You can withdraw your consent at any time by writing to [participation@csbschool.co.uk](mailto:participation@csbschool.co.uk)

## Mailing List

If you would like to be contacted about future Widening Participation opportunities and events at Central School of Ballet, please complete your details below. Please note that you must be aged 18 or over to receive emails from Central School of Ballet.

Yes, I would like to receive further details about Widening Participation opportunities at Central School of Ballet.

(If you do not wish to receive emails regarding other opportunities, please leave this box blank. Please note that you will therefore only receive emails about term dates, fees and classes for which you attend)

Please place a ✓ in the box:

Name (PLEASE PRINT): \_\_\_\_\_

Email: \_\_\_\_\_

## Declaration and Data Protection

This is to certify that to the best of my knowledge the information provided in this document is accurate at the time of writing. I accept that any amendment to the information provided after acceptance and acknowledgement of this application could result in the loss of a place. I have also read and understand the Payment and Refund Policy detailed on page 11 of the application form.

I understand that any information I provide will be retained by Central School of Ballet and that I can withdraw my consent at any time by emailing [participation@csbschool.co.uk](mailto:participation@csbschool.co.uk)

To view Central School of Ballet's Privacy Policy please refer to the 'About Central' section on the website, [www.centralschoolofballet.co.uk](http://www.centralschoolofballet.co.uk)

Signed (Parent/Guardian):

Print Name:

Date:



## Equality and Diversity Information Form

Central School of Ballet is committed to offering programmes of activity to talented students who may not otherwise afford the opportunity or have the support structure in place at home. The questions below help us determine how we can best develop our courses to benefit as many young people as possible and offer them an insight into higher education study. Central School of Ballet welcomes applications/ participants from all sections of the community regardless of ethnicity, gender, religion or disability.

The information you give in this section is used for statistical and monitoring processes only

Age of Participant: \_\_\_\_\_

Gender: Male  Female

How old were you when you started Ballet? \_\_\_\_\_

Did either of your parents attend Higher Education? Yes  No

**Ethnicity** – Please tick the box(es) which best describe your ethnic or cultural background:

50 Arab		42 Mixed- White and Black African	
33 Asian or Asian British- Bangladeshi		41 Mixed- White and Black Caribbean	
31 Asian or Asian British- Indian		39 Other Asian Background	
32 Asian or Asian British- Pakistani		29 Other Black Background	
22 Black or Black British- African		80 Other Ethnic Background	
21 Black or Black British-Caribbean		49 Other Mixed Background	
34 Chinese		98 I do not wish to give this information	
15 Gypsy or Traveller		10 White	
43 Mixed- White and Asian			

**Disability** – Which of the following statements about disability is most appropriate to you? Please tick the appropriate box(es).

00 No Known Disability		57 Deaf or a serious hearing impairment	
51 A specific learning difficulty eg. dyslexia		58 Blind or a serious visual impairment uncorrected by glasses	
53 Social/communication impairment eg. Autistic Spectrum Disorder		08 Two or more impairments and/or disabling medical conditions	
54 Long-standing illness or health condition, eg. epilepsy		96 A disability, impairment or medical condition not listed above	
55 Mental Health Condition		00 I do not wish to give this information	
56 Physical impairment or mobility issues (eg. difficulty using arms, using a wheelchair or crutches)			

**Household Income** – Please indicate the income bracket which your household falls into:

Less than £25,000  Less than £43,000  Less than £60,000  Over £60,000