

RWSOD Enrolment – Terms & Conditions



ENROLMENT ACCEPTANCE IS BASED ON THE FOLLOWING TERMS & CONDITIONS

- **Fees** are payable by the term, **within 14 days of enrolment/invoicing** and are **non-refundable**. Adult classes are payable either by the term, or casually at a higher rate (price on application). Payment plans are available however discounts do not apply and are at the principal's discretion.
- **Discounts** apply where there is more than one family member enrolled or a student is undertaking study in more than one dance style. **Discounts only apply to fees paid by due date on invoice** and are given at the principal's discretion. Fees outstanding after due date will be re-invoiced for the full amount.
- **Outstanding/Overdue accounts** will incur **loss of discount** for multiple classes, and a **\$10 Late fee** to singular classes. A **\$2 fee** will apply to every further statement of account sent where contact has not been made by the client to discuss payment, or made payments as per agreement. The dance school will make reasonable effort to come to a payment agreement with clients in a timely fashion, however **unsettled accounts will be referred to our collections agency**.
- **Uniform is compulsory** and includes the appropriate footwear. This is for a multitude of reasons, but mainly practicality & safety. Uniform is ordered through the studio. All local dancewear shops can supply shoes. Senior students are aware of their uniform requirements and parents/guardians will be notified of failure to adhere to uniform and hair requirements. **Long hair must be in a bun (ballet, jazz, tap) or pony-tail (Hip hop) for all classes.**
- **Public Holidays** You will be notified as to whether classes are to be held on Public Holidays at the beginning of each Term, and you will not be charged for days where classes are not held. Classes will be held on **Pupil Free days** unless you are notified otherwise. The annual Calendar is available at www.rorywilliamsondance.com.au and is emailed on enrolment.
- **Illness & Absence** in the event of absence from class and illness you are asked to notify the teacher or principal beforehand where possible. In the event of illness or injury, where students are still participating in classes, it is essential that the teacher is notified. Make-up classes will be offered (to be taken in the same term) where available in the event of absence due to illness or injury. Prior notification is requested in the case of absence. **Classes are non-refundable**. Make-up classes are not offered where students/parents have elected to miss classes. **A maximum of 2 make-up lessons for any one class will be offered in a given term.**
- **Class Behaviour and Etiquette** a certain level of behaviour is expected from all students. The School's Code of Conduct Policy is available upon request. Student's who repeatedly misbehave will be asked to sit out or leave a class and parent/guardians will be notified. Teachers will also conduct themselves in an appropriate manner and treat every student equally and without prejudice.
- **Enrolment Forms** must be filled out and returned promptly upon enrolment. It is essential that these are filled out correctly and honestly. ALL pre-existing medical conditions, illnesses and injuries must be noted. A medical report and letter of understanding from parents/guardians may be requested for pre-existing conditions for insurance purposes. The person completing enrolment form is deemed to be account holder. If there are 2 or separate account holders, the additional person must sign an enrolment form.
- **Enrolment Fee** a one-off (**then annual**) fee is charged on enrolment. This is for Student Accident Insurance & registration and is a condition of enrolment for all students aged 3-65yrs. Students will not be permitted to take class if enrolment fee is not received. Please notify the dance school immediately should you need to make an insurance claim.

- **Watching Classes** parents/guardians and siblings/friends are asked **not** to stay and watch classes as it is a distraction to the students. Students should be escorted to the studio and will not be permitted to leave until their parent/guardian arrives. We know that occasionally accidents happen, however please try to be on time.
- **Term 2 - Concert Preparation** during Second Term students prepare for the School's annual concert. Attendance is extremely important and students who miss 3 or more classes risk forfeiting their place in the performance. Clients are advised of dates, requirements, costumes etc well in advance, and unless you have notified the principal that you will not be participating, you will be liable for any costumes, props or otherwise purchased for your student on the presumption that they are participating. Attendance at the Dress Rehearsal is compulsory for any student participating in the Concert performances.
- **Multiple classes as part of course level** where a class is designated as 2 or more lessons per week at that level, it is compulsory that the student enrolls in both/all classes required to complete that level. Students cannot progress and learn safely if not completing half of the workload required.
- **Performances, Assessments & Exams** are not compulsory but are recommended. Dates are published well in advance to enable proper organisation for these events.
- **Issues and Queries** it is asked that any queries or issues are dealt with outside of class time by appointment or phone. All issues regarding fees, enrolment and the policies and running of the school should be directed to the principal. If you need to discuss an issue with a teacher, please make an appointment via the Principal, as teacher's phone numbers will not be given out for privacy reasons.
- **Dance Bags** all students should have a bag in which to carry their uniform, shoes, water bottle, sweat towel and dance book (where required). Please ensure student's name is on all belongings, including inside shoes. It is a good idea for girls to leave a spare hair elastic and headband in dance bags. **Please bring a water bottle to every class.**
- **GST** applies to all fees (except VET Certificate fees) and purchases and is noted on all invoices.
- **Fees & Charges** are subject to change and are reviewed bi-annually. Notification of changes is made via school newsletters and the onus is on the account payer / parent / guardian to keep contact details up to date.
- **Newsletters** are issued via email each term and as issues arise. The onus is on the account holder and parent/guardian to ensure that correct email address is given on enrolment and updated as needed, and RWSOD email is saved to your address book/ safe senders list.
- **Consent to use images** consent to use images including video footage of students/clients in advertising/social media/promotional material and the like will be deemed as given on enrolment unless RWSOD is notified in writing that the client does not agree to this.
- **Inclement Weather & Class Cancellations** in the event of extreme weather conditions, it is best to err on the side of safety. In the rare cases that this, or other emergencies or staffing issues lead to class cancellation, every effort will be made to contact parent/guardians beforehand, however this may not always be possible. A make-up or replacement class, or a refund/credit will be offered in the instance where the school has seen the need to cancel a class that has been paid for in advance.
- **COVID 19** All clients are asked to follow Qld Health guidelines in relation to COVID 19 and participation, attendance and presence in the dance studio. Parents are encouraged to continue to "drop and go" and refrain from entering the studio during the COVID 19 pandemic. In the event of student or parent showing symptoms of COVID 19 or cold/flu they are instructed not to enter the studio. Whilst every effort will be made to offer make up lessons to students that are absent due to illness from COVID 19 or classes cancelled due to staff illness or shortage, we cannot guarantee that this will be available within the current term and refunds will not be given in these circumstances. RWSOD follows QLD Health guidelines and takes all care and consideration however accepts no responsibility for any student contracting COVID 19.



Welcome to Rory Williamson School of Dance,
Please fill out this enrolment form and return
to the Principal prior to commencement of
classes. All queries be directed to
principal@rorywilliamsondance.com.au or
0414 312 629



STUDENT NAME:			
DATE OF BIRTH:		AGE:	

ACCOUNT HOLDER NAME:			
RELATIONSHIP TO STUDENT:			
ADDRESS:			
HOME PHONE:			
MOBILE:		WORK PHONE:	
EMAIL:			

EMERGENCY CONTACT PH:	
NAME:	
RELATIONSHIP TO STUDENT:	

DOES STUDENT WISH TO APPEAR IN CONCERTS?	
PLEASE LIST ANY ILLNESS/INJURY/ALLERGENS/LEARNING DIFFICULTIES AND ATTACH SEPARATE SHEET IF REQUIRED	
HAVE YOU RECEIVED AND READ ENROLMENT TERMS AND CONDITIONS AND INFORMATION SHEET?	YES / NO

WILL ANOTHER PERSON BE LIABLE FOR ACCOUNTS?	YES (PLEASE FILL OUT SECOND ENROLMENT FORM) / NO
IF YES WHAT PERCENTAGE OF TOTAL ACCOUNT?	

Please sign to indicate acceptance of enrolment: _____

Office Use Only Date of First Class _____ Enrolment Fee \$ _____ Paid: YES / NO Enrolled in Class _____ Joint account enrolment agreement received: YES / NO / NA
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