

Enrolment - What You Need To Know...

- **Fees** are payable by the term, **within 21 days of enrolment**, and **are non-refundable**. Adult classes are payable in a 4 week block, or casually at a higher rate (price on application).
- **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 within 21 days of invoicing** and are given at the principal's discretion. Fees outstanding after 21 days will be re-invoiced for the full amount. A **Late Fee of \$5** will be applied to all singular class invoices not paid within 21 days of invoicing. A **\$2 fee** will apply to every statement issued thereafter.
- **Uniform is compulsory** and includes the appropriate footwear. This is for a multitude of reasons, but mainly practicality, safety and with a view to concert costumes. The school offers all uniform requirements at competitive prices but you are welcome to source your own. 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 or pony-tail 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.
- **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.
- **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.
- **Enrolment Fee** a one-off (**then annual**) fee is charged on enrolment. This is for Student Accident Insurance 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.
- **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. **Please ensure that all fees, orders and enrolment forms are placed in envelopes provided with students name marked clearly on the front.** Change is not available during class time so please ensure the correct monies are handed in. 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 students name is on all belongings, including inside shoes. It is a good idea to leave a spare hair elastic and headband in dance bags. **Please bring a water bottle to every class.**
- **Missed Classes** 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.
- **GST** applies to all 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 each term and as issues arise. Please check any notices sent home via students and read thoroughly all newsletters, notices and memos as this is the dance school's main means of communication.
- **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 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.

Please fill out the following enrolment form and return to the principal on commencement of classes.
If you have any queries please phone Rory on 0414 312 629.



Student Name: _____

Age: _____ **D.O.B.:** _____

Parent/Guardian Name: _____

Address: _____

Phone: _____ **Mob:** _____

Email: *please print clearly* _____

Would you like to receive newsletters via email? **YES / NO**

Classes enrolled in: Classical Jazz Tap Hip Hop

Toddler	KindyDance	Pre-Prep	Beginner
Primary	Preparatory	Level 1/2/3/4	Prelude
Transition	Major 1/2/3	5-9 Boys	Sub Junior
Junior	Sub-Intermediate	Intermediate	Advanced
Adult	Other		

Illness/Injuries/Learning difficulties:

Emergency Contact Name and Number:

Do you wish your child to appear in concerts/recitals? **YES / NO**

Please sign to indicate you have read the Enrolment Information sheet

Office Use Only

Date of First Class _____ Enrolment Fee \$ _____ Paid: YES / NO