



Central School of Dance
&
BaBY baLLeRiNaS & Co™ ©
ABN: 85 469 231 209

Studio: Oakdale Studios
Unit 4, 9 Oakdale Rd
Gateshead
Ph/fax: 4948 2953
Postal: 21 Tomaga Pde
Mount Hutton, NSW. 2290
Email: info@babyballerinas.com.au

POLICIES & CONDITIONS OF ENROLMENT

FIRST AID / MEDICAL CONSENT: I consent for staff to administer basic First Aid, which will include band-aides, bandages, soothing creams and antiseptic. In the case of emergency and a parent or guardian are not present, staff will call an ambulance and contact the phone numbers as indicated.

PHOTOGRAPHY: I give permission for staff or those authorised by the Principal to photograph students for promotional / internal purposes only.

PRIVACY: *Baby Ballerinas & Co* and *Central School of Dance* are committed to respecting the privacy of its students in accordance with the National Privacy Act. Personal information may be used for internal purposes only.

REFUND POLICY: The Studio Levy is non refundable. Class tuition fees to be charged at \$16 per week from the start of the term until written notification is received cancellation fee [excluding term 4].

TERM 4: No refunds for withdrawal after the concert, as an allocation from term 4 fees is apportioned to subsidize the concert, teacher wages and trophies.

MISSED CLASS POLICY:

1. Fees are payable by the term and there is no refund for absent classes. Any student can make-up a missed class in any equivalent class. For extended absences a refund may be possible but not guaranteed.
2. If a child takes "a term off" it will affect the "5 year or 10 year presentations" by one year.
3. If a child fails to enrol for a term and wishes to return the following term, enrolment cannot be guaranteed and will be dependant on class numbers etc.

Five or 10 year presentations: To qualify a student has to participate in the concert of the year. Hence to qualify for the ten year presentation the student has to participate in 10 concerts.

LATE STARTING: Full Term fees apply until and including week two and thereafter a reduced fee will be calculated plus the studio registration levy for remaining lesson payable in advance.

ACCEPTANCE OF REGISTRATION: Acceptance of enrolment is at the sole discretion of the Principal.

PAYMENT OF FEES: Fees are to be paid prior to the term commencing if a returning student. For new students fees are to be paid within the first two weeks. Variations can be negotiated. Fees can be paid fortnightly via an auto payment system.

TERM ENROLMENTS: After the initial enrolment, proceeding term enrolments are automatic until withdrawal notification is received. That is, students only have to enrol once in the year rather than enrolling each term.

FAILURE TO PAY FEES: The studio reserves the right to exclude any student whose fees have not been paid by week two. "Late payment of fees" is the removal of the \$30 early payment discount [inbuilt in the fees] – invoiced as a late penalty. If fees are not paid by week 5 [including the additional late penalty] the student may be excluded from class. Any unpaid fees, after the discount has been removed, will receive an additional fee of \$20 if the debit is forwarded to a Debt Collector. All legal costs incurred by the studio will be paid by the debtor / student.

Although Central School of Dance and Baby Ballerinas & Co will take all due care in the event of accidents, I understand that no responsibility by the studio will be accepted. I also agree to abide by and accept *Baby Ballerinas & Co* and the *Central School of Dance* policies, while my child is enrolled in the studio, as mentioned above and as implemented from time to time by the Principal. I agree to pay all fees and late penalties.

Signed: date:

Jan 2011