

# Terms & Conditions of Enrolment

## ENROLMENT

An annual **\$22.00 enrolment fee (includes GST)** is charged per student upon enrolment to secure a position in the class(es) and includes insurance for each student. The fee is non refundable. There are no exceptions! Adult students do not have to pay an enrolment fee.

You stay enrolled in these classes for the remainder of the calendar year (unless you advise us otherwise as detailed below in the Withdrawal from Classes section).

**The principal has the right to cancel a class if registration is not sufficient or to change teachers as required.** In the case of a class being cancelled, any term fee-paying students will receive a refund for the remaining classes. Rhythmic Moves School of Dance & Performing Arts reserves the right to decline services.

**Due to unforeseen circumstances, from time to time a student's class may have to be re-scheduled.** Although all factors are always taken into account, attending the re-scheduled class is ultimately the responsibility of the student / parent. All re-scheduled lessons must be paid for. The school is closed on public holidays and only adult classes run during school holidays. If a lesson is cancelled due to teacher illness or unavailability, a term-paying student will get a credit for the following term and a weekly-paying student will not be required to pay for that cancelled lesson.

## TUITION PAYMENT POLICIES

Rhythmic Moves School Of Dance & Performing Arts accepts payments for fees via **cash or cheque only. Cheques must be made payable to 'Rhythmic Moves'. (All cheques under \$50 are subject to a \$1 surcharge)**

Term fees are non-transferable and non-refundable. **Please make sure you retain your receipts for all payments!** If a payment dispute arises and a receipt cannot be produced, it will be assumed that the account has not been paid.

**Please note that all classes that a student is enrolled in must be paid for whether attended or not.** Please make sure payment is made to the teacher BEFORE the commencement of class. **Students who have not paid for class will NOT be permitted to participate in class.** No refund will be given for missed classes.

## ALL YOUNG PERFORMER'S PROGRAM CLASSES MUST BE PAID FOR BY THE TERM IN ADVANCE

- ★ All classes that a student is enrolled in must be paid for whether attended or not.
- ★ Term fees are to be paid for via correct cash amount or cheque in a labelled envelope.
- ★ Term fees are payable to the teacher BEFORE the start of class in full during the first week of term.
- ★ All term fees paid during the first week of term receive a FREE lesson.
- ★ Payments received after 7 days DO NOT receive a free lesson.
- ★ Payments received after 14 days will be charged a \$10 late fee.\*
- ★ Students will be removed from class if accounts remain unpaid after the second week.
- ★ Term fees are not refundable and are non-transferable. Changing classes mid-term will result in additional fees.

*\* N.B If other arrangements for payment are needed, please feel free to speak to the Principal.*

*The late fee may be waived providing an agreement has been made with the Principal.*

***Please see attached 'Tuition and Payment Information' for more details.***

## ATTENDANCE REQUIREMENTS

**Every student MUST have their name marked off by the teacher prior to their class' scheduled starting time.** Having your attendance marked is also for emergency purposes so we know who is in the building in the event of a fire.

**Correct uniform & grooming must be worn for each class** – please see 'Studio Uniform' information sheet for details. Students who are not correctly groomed will only be allowed to OBSERVE class as this makes it difficult for teachers to correctly instruct students. Jewellery should not be worn either, as this can prove dangerous to others. New students are not expected to purchase the full uniform until their second term of classes.

**Students who are 10 minutes or more late will not be able to participate in that class.** For safety reasons all classes are structured with a 'warm-up' section. Missing this vital section can result in injury. Late arrivals also disrupt class concentration.

As consistency is imperative for progress, it is encouraged that all students attend class regularly. Missing class not only hurts the student who is absent, but also the class as a whole especially when performances draw nearer. A student with numerous absences may be asked by the teacher to schedule private lessons (at the student's expense) to get caught up, or if it is too close to a performance date, the absent student may be removed from the performance routine. These decisions are left to the teacher's discretion.

**Classes are held during school terms.** There are NO classes during school holidays (with the exception of Adult classes which continue regardless of school terms). Occasionally additional workshops are run during school holidays - when notified. **Classes do not run on Public Holidays unless informed otherwise.**

## **WITHDRAWAL FROM LESSONS**

**Students who wish to cease attending a class must notify the principal in person or in writing. STUDENTS WILL BE RESPONSIBLE FOR PAYMENT OF CLASS FEES UNTIL THE PRINCIPAL IS NOTIFIED.** Failing to attend does not count as notification of withdrawal. Students wishing to transfer to another class at the school must see the principal to find out if there is a vacancy in the class. Please note that term fees are not refundable and non-transferable.

## **ANNOUNCEMENTS**

To keep you informed, **newsletters are issued quarterly.** Monthly updates and information concerning upcoming events will be sent via Email. For those without this facility, all correspondence will be posted on the notice board at the studio. Please check for new information each time you come to class. Occasionally, additional handouts will be given to the students to take home. The [www.rhythmicmoves.com.au](http://www.rhythmicmoves.com.au) website "News and Events" page is updated regularly. **Parents are responsible for using these facilities to stay informed regarding upcoming events and other important correspondence.** Please check the noticeboard and read any newsletters or notices before asking at reception.

## **SAFETY & SUPERVISION**

**Students are under the care of teaching staff ONLY during a student's set timetabled class and whilst they are in the dance studio.** Although all due care is always taken, we cannot remain responsible for students needing to use the toilets during class, students waiting for their next class or students waiting to be picked up. **Every student should arrive in enough time to change clothing and use the restroom before class starts.**

**Students are not to run in the BUILDING outside of class, chew gum in class, or take food or drink into class (except for bottled water) due to the increasing number of students with allergies.**

**You are responsible for ensuring you are medically fit for the classes.** Rhythmic Moves takes all reasonable care in the conduct of the classes. It accepts no responsibility for injury or loss of personal property caused in or near the classes / studios.

## **GENERAL**

**Costumes are made or purchased by the school for various performances and recitals and are to be hired from the school for a nominal fee of \$33 (includes GST).** Notices detailing costume hire requirements will be given to students when costumes are handed out.

**Rhythmic Moves may take photos and/or videos during class or at performances.** In registering your child it is assumed that we have your permission to use these photos and/or videos for the marketing of the school.

To avoid distraction of students and teachers, **parent observation is only permitted during scheduled observation weeks.**

## **OTHER COSTS OF WHICH TO BE AWARE:**

**For the annual end of year recital, a \$66 Show Fee per student is payable to participate.** Participation in the recital is not compulsory but is encouraged. The Show Fee is reduced if you choose to sell boxes of fundraising chocolates mid-year. The Show Fee includes the cost of hiring one costume plus all additional rehearsals and helps to cover the cost of creating the sets and props as well as the hire of the theatre, lighting, special effects and sound equipment. If a student does more than one class they will be required to pay \$33 per additional costume on top of the \$66 Show Fee.

Audience tickets to the end of year recital are an additional expense and range in price from \$20-\$30 per ticket. Tickets are available from the Illawarra Performing Arts Centre box office closer to the show dates. Tickets for performances such as drama plays and singing recitals are available from reception and vary in price from \$5-\$15 per ticket.

## **SHOWGROUP & PRIVATE LESSONS**

**Participation in our performing Showgroup troupes is by audition only.** Further requirements will be provided prior to the audition.

Weekly private lessons are for Eisteddfod / Competition students only. One-off private lessons are available for further refining of class work. Fees will still be payable unless 24 hours notice is given before non-attendance of private lessons. All missed private lessons MUST be paid for. Please see reception to arrange a teacher & time for you.

*Thank you for observing these simple administrative policies and procedures. This will help Rhythmic Moves School of Dance & Performing Arts to continue to offer the highest quality training at an affordable price.*