

DANCE PARTNERS

Terms and Conditions



www.dpstudios.com.au

ENROLMENT

1. An enrolment form must be completed for each student of **dance partners** and is registered on an annual basis. All student enrolments will be automatically rolled over through Terms 1 to 4, a new enrolment form must then be completed for the next year's tuition. When a class becomes full or is closed to new enrolments students may go onto a waiting list. An enrolment form must be completed to secure your place in the waiting list queue and as positions become available you will be given the opportunity to either accept or decline the place.
2. Withdrawal of any student must be in writing and delivered to the Directors giving two (2) weeks notice. Regardless of when a student ceases to attend class fees will still apply for the duration of the notice period. Third party 'passing on' of another student/s departure is NOT an acceptable method of withdrawal and in the absence of a written withdrawal communication must only be to the Directors.

It is advisable that withdrawal notice be given prior to the end of the term so you do not incur class fees during the two week notice period.

3. The Directors, reserve the right to offer part or full scholarships within the school at any time and at their discretion. These scholarships will be offered in writing and will state the length of time the said scholarship will stand and will nominate the fiscal value of said scholarship.
4. **dance partners** reserves the right to deny student/s participation in their scheduled dance classes four (4) weeks after the commencement of the term, if payment has not been received and no communication has been received from the parent/s as to reasons why payment has not been forthcoming.
5. **dance partners** does not conduct classes on public holidays. Discounts and fee reduction will not apply.

FEE PAYMENT

6. All tuition fees are due for payment at the **commencement** of each term. **dance partners** hopes to avoid reminder accounts and a \$50.00 Penalty Payment will be incurred on accounts that are four (4) weeks outstanding, unless prior payment arrangements have been made with the Directors.
7. Payments for said tuition costs are accepted in the following ways and must be handed in at **dance partners** school premises or mailed through Australia Post.

Cash Payment: Please enclose all cash payments in the envelopes provided clearly marked with your child's name. Ensure that correct money is enclosed as change will not be given at the studio.

Cheque Payment: To be made expressly to **dance partners**. If the cheque presented is registered in a *business, company or family trust* name and not the family name of the student/s enrolled with the school. It is advisable that the student/s name/s be written in full on the back of the cheque to avoid any confusion. Likewise, if the parent or parents paying are with *another name* to that of the attending student/s, the details for said student/s also are to be included on the back of the cheque.

Money Order: Registered with Australia Post and made to **dance partners**.

Internet Payment: When submitting payment on-line, the student/s name/s and invoice number must be included in the 'reference' section to avoid any confusion.

Account Name:	dance partners	dance partners
Account Number:	82 264 7188	Po Box 5118
BSB:	083 419 (National Australia Bank)	Garden City VIC 3207

8. **dance partners** can accommodate and structure a payment plan for any of its registered students due to unforeseen financial difficulties. We understand the many financial obligations and stresses most families are under in today's world. Should this situation arise, please notify the Directors immediately so that satisfactory arrangements can be made to the mutual benefit of both parties. At no time do we advise that the matter be 'let go' and not dealt with. The only party to suffer in these instances is the child/children.
9. In the event that fees remain unpaid and little or no effort has been made to finalise accounts **dance partners** will employ the services of a debt collection agency to recover outstanding monies.

DISCOUNTS

10. No discount or amendment to fees is given to any family recreation or holidays taken within the designated school term. **dance partners** operates under similar conditions to any Private School where the same policy applies. Family holidays are a private concern and do not affect the running of the **dance partners** classes or teaching schedule. The registered student/s places are kept open and held until official written notice of withdrawal has been received.
11. **dance partners** reserves the right to extend credit, to discount or amend tuition fees in the case of severe injury, hospitalisation or illness. This decision will be made at the discretion of the School Directors. In such extenuating circumstances, a medical certificate or report from the registered medical practitioner in charge of the student/s wellbeing must be furnished to **dance partners** before any decision regarding the reimbursement/refund of fees is decided upon.
12. If, due to absence, classes are wishing to be made up, **dance partners** will try to accommodate this arrangement if there are alternative and appropriate classes for the student/s to attend in the current dance programme. If this is not possible, then condition No. 10 will take effect and no further discussion will be entered into.
13. **dance partners** is bound to comply with all Federal and Victorian Privacy Legislation, all information relating to special arrangements will remain strictly confidential and any special arrangements will be the decision and at the discretion of the Directors.

OTHER

14. Each student of **dance partners** will be charged a production levy of \$55.00 for the annual end of year production. This levy contributes to the many costs associated with the theatre and is separate from costuming hire charges. The production levy will be charged with the Term 3 account and costume hire fees will be charged with the Term 4 account. All production items including costumes and props will remain the property of **dance partners** unless otherwise specified and will be at the discretion of the Directors.
15. Costume/concert accounts will remain a separate entity to the tuition fee accounts. Please note that it is **dance partners** policy that tuition fee accounts be settled first before any costumes, etc. and **dance partners** reserves the right to withhold concert costumes and concert tickets, etc. until all outstanding tuition monies owing have been cleared.

RULES

16. All students must wait in the foyer for parents to pick them up. Under no circumstances are students allowed to wait on the street or find their own way home unless prior arrangements have been made with **dance partners**.
17. Students are required to wear the correct uniform in each class. Baggy clothing, jewellery (dangling earrings, necklaces, watches etc.) are not permitted in class and hair must be worn appropriately for respective classes.
18. Adults are kindly reminded that smoking is not permitted in the hall premises.
19. Parents are not permitted to watch class except for open days or where prior arrangements have been made with **dance partners**.
20. All patrons are responsible for their own goods and property, **dance partners** shall not be made liable for any loss or damage to any person's property.