

# 2019 IMPORTANT TERMS & CONDITIONS OF ENROLMENT

## 1. DISCLAIMER

- 1.1 Heidelberg and District School of Dance ("HD Dance") reserves the right to alter the advertised program, timetable, uniform, facilities, fee schedule and teachers without prior notice at any time throughout the year. HD Dance also reserves the right to refuse an enrolment at the discretion of management. The information in this and any other printed or electronic information is correct, at the time of printing or being placed online.

## 2. CLASS ALLOCATIONS


- 2.1 It is at the discretion of the Principal of HD Dance to decide which class/grade each student should be placed in. The Principal will take into consideration not only their age but also their skill and ability. Please note that grading decisions are final and made with the best interest for the enrolled student.

## 3. CODE OF CONDUCT

- 3.1 Parents/Guardians are required to drop off and pick up students on time. Students will be supervised within the premises by HD Dance staff during class and designated break times only.
- 3.2 No parent, guardian or visitor are permitted to view any class unless granted permission by the Principal. There will be "Open Days" and other events throughout the year, of which you will be duly notified.
- 3.3 Students (under 18) may not leave the premises for any reason without permission. If any student is required to leave the premises, including lunch breaks, permission in writing by the parent must be handed to the HD Dance office. Whilst every care is given to the student, no responsibility is taken outside the scheduled classes, breaks or the immediate premises.
- 3.4. Parents of younger students are asked to pick up their children from inside the studio where the appropriate supervision can be ensured.
- 3.5. If someone other than the nominated parent/guardian is collecting a student from the studio, HD Dance must be pre-informed.
- 3.6. Please advise the office on 0419 342 656 or [info@hddance.com.au](mailto:info@hddance.com.au) if any student is unable to attend classes.
- 3.7. If a student is absent, it is the parent's responsibility to check with the office staff & collect any information that may have been handed out and/or emailed.
- 3.8. Parents are requested to ensure their online customer information remains valid. Any change of contact details (e.g. phone / address) must be updated in your online customer portal immediately.
- 3.9. Parents and students are asked to take particular care and be respectful of the fact that the HD Dance operates within the Ivanhoe Uniting Church and students are required to behave with care and respect to these premises.

**[WWW.HDDANCE.COM.AU](http://WWW.HDDANCE.COM.AU)**

[info@hddance.com.au](mailto:info@hddance.com.au)

 0419 342 656

 [hddanceau](https://www.facebook.com/hddanceau)  [heidelbergdance](https://www.instagram.com/heidelbergdance)



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## 4. SCHOOL RIGHTS

- 4.1 HD Dance reserves the right to cancel a students' tuition due to excessive tardiness/absence, breaking studio or church rules, demonstrating disruptive and disrespectful behaviour by the student or parent, anyone who is found promoting other business's or services within the studio grounds or failure to pay tuition costs or any other fees payable.

## 5. UNIFORM POLICY

- 5.1 Correct Uniform to be worn at all times; no other clothing or footwear attire is to be worn in classes without permission. Failure to have correct dance attire may result in the student not being able to enter their scheduled class until correct dance wear and footwear is worn.
- 5.2 Parents, please ensure shoes are correct size and properly fitted. Not fitting correctly reduces the student's ability in class and may increase the risk of injury. For enquiries on brands etc. please speak to your teacher.
- 5.3 No jewellery or watches (including fitness trackers) are to be worn in class (except stud earrings & medical alert bracelets). Jewellery has been known to cause accidents and abrasions in the past.
- 5.4 Hair at all times is to be off the face and neat in the appropriate style (e.g. classical bun), thus enabling teachers to observe correct line and placement and does not become an obstacle for the student to perform at their best.
- 5.5 Students must not arrive or depart the studio premises wearing only their ballet uniform. It is important that clothing be worn over the uniform (e.g. Tracksuit). It is most unprofessional to be seen in ballet uniform in public places, and certainly not in keeping with the image, standard and traditions of HD Dance

## 6. DATA PROTECTION STATEMENT

- 6.1 HD Dance holds information about our customers to enable us to carry out our business. This information includes the contact details you supply to us and student record information. We will not disclose your information to third parties outside HD Dance except where the law allows or requires, or where you have given permission to do so.
- 6.2 We may from time to time contact you regarding our products and services via email, SMS, phone, on-line or other means of communication.

## 7. MEDICAL & FIRST AID INDEMNITY

- 7.1 Dance is a physical activity and whilst all reasonable care is taken, to the extent permitted by law, HD Dance is not liable for injuries sustained during classes, instruction, performance activities or otherwise.

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## 7. MEDICAL & FIRST AID INDEMNITY

- 7.1 Dance is a physical activity and whilst all reasonable care is taken, to the extent permitted by law, HD Dance is not liable for injuries sustained during classes, instruction, performance activities or otherwise.
- 7.2 In the case of an injury or health concern in respect of your child, all reasonable efforts will be made to contact you promptly. But, in the case of an emergency, or in the event that you cannot be reached, HD Dance will seek medical attention for the student. This may involve HD Dance rendering first aid to the student or calling an ambulance.
- 7.3 You agree to indemnify HD Dance for any costs incurred in obtaining such emergency medical attention, for example ambulance fees. Upon enrolment, you will need to indicate your consent with either a yes (Y) or no (N).
- 7.4 All teachers and supervising staff are qualified Level 2 First Aid Certificate holders (minimum), and only qualified supervising members of staff will render first aid.
- 7.5 Any medical conditions, must be disclosed to HD Dance upon enrolment together with a current Medical Action Plan where applicable.

## 8. PHOTO / VIDEO PERMISSION

- 8.1. From time to time images from school performances, class photos and various events will be used to promote the activities of HD Dance e.g. in newsletters, on the HD Dance website, social media (e.g. Facebook/Instagram/Twitter), notice-boards, brochures etc. Parents are required to provide consent to the use of images of their children in this way, and waive all rights in respect of such images. HD Dance will not sell the images to third parties, and will use respectfully.
- 8.2 Upon enrolment, you will need to indicate your consent with either a yes (Y) or no (N)
- 8.3 No photos or videos to be taken on the studio premises by any parent, guardian or student without prior permission from management. Any videos taken must not be posted or shared online through any Social Media forum as this is a breach of copyright, our intellectual property and is against our privacy policy.



## 9. CHOREOGRAPHIC COPYRIGHT

- 9.1 All choreography and altered music is the property of HD Dance. If a student wishes to use the studios choreography or music in any exhibits, shows or the like, permission must be granted in writing by the Principal.
- 9.2 Any student of HD Dance may not perform any of HD Dance's choreography without first obtaining permission of the Principal. Any student participating in any production outside of HD Dance must advise the Principal.

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## 10 FEES AND PAYMENTS

- 10.1 All fees and charges are inclusive of GST.
- 10.2 All fees and charges are non-transferrable (with exception for immediate family members).
- 10.3 A non-refundable Annual Membership Fee of \$30 per student is payable upon enrolment or added to the Term 1 invoice.
- 10.4 A discount is available to families with two or more siblings enrolled. The discount is only applicable to full term fees and only applied to the first class taken. The discount is as follows; second child \$20 per term, third child \$30 per term and fourth & subsequent children \$40 per term.
- 10.5 Payments are made via the Ezidebit Payment System, by either your nominated direct debit account or credit card. An online EzidebitForm must be completed for authorisation upon enrolment.
- 10.6 All fees and charges applicable are as defined by Ezidebit Pty. Ltd. ACN 096 902 813.
- 10.7 Failed payments will be automatically re-scheduled within five (5) business days and will attract the Ezidebit failed payment fee of \$14.80.
- 10.8 Fees are payable per term (4 times per year) in advance and are non-refundable.
- 10.9 Term fee invoices will be issued during the fourth last week of each preceding term for the following term.
- 10.10 Term fee invoices will be sent by email to the address as provided by you, via your online portal account profile. It is your responsibility to keep these contact details up to date.
- 10.11 Fees are due 14 days from date of issue of your invoice and will be deducted on the due date stated from your nominated bank account or credit card, as authorised.
- 10.12 If you are unable to make payment by the term (quarterly) or by the scheduled due date and require alternative arrangements to be made, please contact the office within seven (7) working days from receiving your invoice, to avoid the abovementioned.
- 10.13 Enrolment continues from time of registration for the full calendar year. You do not need to re-enrol each term. If you wish to cancel your enrolment you must do so in writing. Students who do not return to classes in a subsequent term and have not advised "HD Dance" in writing and prior to the commencement of the new term will be required to pay the pending full-term fees.

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## 10. FEES AND PAYMENTS

- 10.14 Term fees are based on the student's enrolment in the class, not on attendance.
- 10.15 Pro-rata fees are available to students who commence classes during a term. Pro-rata fees will only be applied if the enrolment commenced after the second week of the respective term.
- 10.16 If a student will be absent for an extended period of time, pro rata fees may be applied for in advance. This must be made in writing prior to the commencement of the applicable term and prorated fees will be at the discretion of the Principal.
- 10.17 No refunds under any circumstances will be given for missed classes.
- 10.18 If a student is unable to attend a class due to illness, injury or compulsory school commitments, a makeup class can be taken. This is subject to availability and must be taken within the same term. Booster (or additional exam) classes cannot be used as makeup classes due to the specific structure of these lessons.
- 10.19 One free trial class is available to all new students and current students wishing to try a new style of dance.

## 11. COSTUME / PRODUCTION POLICIES:

- 11.1 Students not able to participate in the end of year production must notify us in writing prior to the commencement of Term 3
- 11.2 Students doing the show must commit to all rehearsals when dates and times are finalised (usually at the beginning of the year), if you cannot commit to all rehearsals you will not be permitted to participate in the annual production.
- 11.3 Any Student with outstanding fees will not be able to participate in any event until fees are finalised.
- 11.4 If your child is participating in the end of year performances, you will be required to pay for the hire of the designated costumes.
- 11.5 Costume Hire Fees will be invoiced at the beginning of Term 3 for our Annual Production in the first week in December, and payable in two equal payments across Terms three (3) and four (4).
- 11.6 Costume fees will vary depending on number of items the student will be participating in and will range between \$37.50 and \$65.00 per costume. This hire fee covers all photo days, rehearsals and performances.
- 11.7 Costumes will not be released until all outstanding fees are paid up to date and costumes are paid for in full.

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