

DANCE UNITED School of Dance
2018 ENROLMENT FORM

Surname: _____ **First Name:** _____

Address: _____

Suburb: _____ **Post Code:** _____

E-Mail: _____ **D.O.B:** _____

Parents Name/s: _____

Phone No: _____ **Mobile:** _____

Emergency No: _____ **How did you hear about us:** _____

Pre-Existing Medical Condition/Allergies: _____

ENROLMENT: CLASS/DAY/TIME

1. Class: _____ Day: _____ Time: _____

2. Class: _____ Day: _____ Time: _____

3. Class: _____ Day: _____ Time: _____

4. Class: _____ Day: _____ Time: _____

5. Class: _____ Day: _____ Time: _____

6. Class: _____ Day: _____ Time: _____

7. Class: _____ Day: _____ Time: _____

8. Class: _____ Day: _____ Time: _____

9. Class: _____ Day: _____ Time: _____

10. Class: _____ Day: _____ Time: _____

Fee Policies & Procedures

- 1.1 All term fee invoices will be issued in the 10th week of the previous term. Failure to pay fees will result in loss of the enrolment position. Fees will include a \$10.00 charge for Student Accident Cover in Term 1 (\$10.00 per year).
- 1.2 All accounts must be settled by the first week of term or 10% will be added to your bill.
- 1.3 If unable to pay fees within the above period please contact Nicole to arrange alternative payment.
- 1.4 If any class changes occur please notify me in writing.
- 1.5 At the end of the year each student must re-enrol for the following year. Automatic enrolment will not occur.
- 1.6 Any fees overdue by 3 weeks, the student will be asked to sit and watch class and won't be able to participate.

Refund Policies & Procedure

- 2.1 Prior to commencement Dance United will refund all payments made by the student if the class is cancelled.
- 2.2 After commencement of class no refund of fees will be given.
- 2.3 In some cases of illness or injury, make up classes can be organized but they must be within the same term and only when positions are available.
- 2.4 If changing classes during a term a letter must be written stating what class you are leaving and what class you will be starting (depending on availability).

Notice Board Policies & Procedures

- 3.1 It is the parents' and students' responsibility to read the notice board on a weekly basis.

Injury/Medical Condition policies & Procedure

- 4.1 It is the student's responsibility to notify their teacher in the event of injury/medical condition, prior to class.
- 4.2 The first aid box is available to every student through their teacher. Due to government regulation we are unable to provide anyone with Panadol or equivalent medication.

Costume Policies & Procedures

- 5.1 Costume deposits will be required for each class if participating in the end of year concert. If a student fails to pay the required costume deposit, no costume will be provided. No refunds will be given for costume deposits.
- 5.2 We have a dress maker to make all costumes. If you are wanting to make your own costume this can be arranged. Please note a \$15.00 fee will be incurred for the making of the pattern/s.

Concert Policies & Procedures

- 6.1 It is not compulsory for a student to be involved in the annual performances, however it is preferred.
- 6.2 If a student is away for any specific amount of time it is the teachers decision whether or not they will be included in the end of year routine/s. **Teachers decision is final.**
- 6.3 It is compulsory to attend the dress rehearsal/s for the end of year performance.

Class Attire Policies & Procedures

- 7.1 All students must be appropriately dressed for class, with correct footwear.
- 7.2 All students must be appropriately groomed for class, with their hair tied back securely. Students must have their hair in a bun with hair net and pins for every ballet class (every age group), no exceptions. Please be aware that no jazz clothing will be worn in any ballet class, no exceptions.
- 7.3 Any student inappropriately dressed or groomed will not be able to participate in class activities.

Terms of Enrolment

I, _____ as parent/guardian of _____, hereby agree to all the terms and conditions as set by Dance United, School of Dance.

Signature: _____ Date: _____

I give full authorization to Dance United to use my name and photo in all marketing materials including: Dance United web site, Dance Magazines, Advertisements, Newspaper Advertisement, Information Booklets and Concert program.