

OFFICE HOURS: Mon/Fri 9:30am-4pm, Sat 9:30am-2:00pm, Sunday CLOSED

PAYMENT: Cash, Cheque, Direct Debit, EFTPOS/Credit Card (in person or by phone during office hours only).

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Age as at 1/01/2018: \_\_\_\_\_

Email (PLEASE PRINT CLEARLY): \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Pre Existing Medical Condition /Allergies: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Emergency Contact Number: \_\_\_\_\_

To help us provide a better service to our students & parents, Please Tick Your 3 Main Goals For 2018:

- Fun & Friendship   
  Improve Fitness   
  Improve Strength   
  Improve Flexibility  
 Trying New Styles   
  Focus on Performing/Competitions   
  Improve Technical Skills  
 Improve Posture, Alignment & Co-Ordination   
  Challenge Your Ability Level

How Did You Find Us?

- Our Website   
  Google/Instagram   
  School/Kindergarden   
  Word Of Mouth   
  Family

Class Enrolments:

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: \_\_\_\_\_

Parent/Student Declaration and acknowledgement of Edge Policies:

I, \_\_\_\_\_ as parent/guardian of \_\_\_\_\_, hereby agree to all the terms and conditions as set by THE EDGE Performers School P/L and understand that no liability will be taken for loss or damage of property, or any physical injury caused whilst at The Edge premises.

I have also read and agree to abide by the following Edge policies:

- |                               |                                    |                     |
|-------------------------------|------------------------------------|---------------------|
| 1) Enrolment/Fee Policy       | 2) Un-enrolment Policy             | 3) Refund Policy    |
| 4) Notice Board Policy        | 5) Injury/Medical Condition Policy | 6) Costume Policy   |
| 7) Concert/Competition Policy | 8) Class Attire Policy             | 9) Marketing Policy |

Copies of The Edge policies are available from reception.

**OFFICE USE ONLY**  
 Commenced:  
 Deposit: Y / N  
 Invoiced:  
 Notes:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(A Parent/Guardian must sign if student is under 18 years of age on 30/01/2018)

### 1) Enrolment/Fee Policy

- 1.1 A non refundable **\$10.00** deposit applies for each class to secure the position.
- 1.2 Enrolments are for the **whole of 2018** and are invoiced per school term. Enrolments **do not roll over into 2019**.
- 1.3 Term fee invoices will be issued in the 2nd last week of the previous term. Accounts are due to be paid by the **1<sup>st</sup> week** of each term.
- 1.4 The discounted fee rate **ONLY** applies to payments received and made in full by the **specific date indicated on each invoice**.
- 1.5 Students that enrol after the beginning of the term will be eligible for the discounted rate if paid up within **7 days of enrolment**.
- 1.6 The responsibility for 100% of student fees is accepted by the individual who signs the student enrolment form. Responsibility for account balances can not be passed onto an individual who has not signed the enrolment form.
- 1.7 All accounts must be settled by the specified due date or the **greater of a \$25.00 administration fee (per term) or 12% P/A interest charge** will apply immediately.
- 1.8 Students with overdue accounts will be in danger of losing their enrolment position, can not collect costumes, can not purchase performance tickets and can not participate in the end of year performances.
- 1.9 If you are unable to pay fees within the above time allocated alternate arrangements can be made. Requests for instalments or deferred payments must be made to the office in writing.
- 1.10 Extremely overdue accounts may result in legal action or be placed in the hands of a **debt collector** if no prior arrangement has been agreed by The Edge. The Edge will make all efforts to obtain payment prior to this and will advise any parent/student of potential legal action prior to commencing it.
- 1.11 Dishonoured cheques will attract a **\$25 administration fee**.

### 2) Un-enrolment Policy

- 2.1 Student's wishing to un-enrol during the year for any reason **MUST NOTIFY THE EDGE IN WRITING OR VIA EMAIL. (Verbal advice to staff/teachers and phone messages are not acceptable)**
- 2.2 **Students will continue to be invoiced for all classes until written confirmation of un-enrolment is received.** This is due to a place being held for the student, preventing another student from taking that place.
- 2.3 Any transfer of fees which the student may be eligible for, will only be considered after written confirmation of un-enrolment has been received by the our office.
- 2.4 Any outstanding fee or costume balances will be payable immediately upon un-enrolment.
- 2.5 As enrolments are for the entire year, any student not returning for the following term **must notify the office in writing. Students will continue to be invoiced for all classes until written confirmation of un-enrolment is received.**

### 3) Refund Policy

- 3.1 Prior to commencement of the term/year, a full refund will occur only if the class is cancelled or postponed.
- 3.2 After **30/01/2018** No Refunds will be given to students.
- 3.3 In some cases of illness, injury or absence, deferment of fees can be organised provided the office is notified prior to the absence or when the injury/illness first occurs. **Refunds/deferments will not be granted if The Edge is notified after the student has returned.**
- 3.4 Students are encouraged to attend make up classes within the same term where positions are available. **A maximum of 3 make up classes** per term only. Students may also not be able to participate in the entire class due to choreography previously learnt.
- 3.5 In extenuating circumstances a refund may be given however a \$20 administration fee will apply.

### 4) Notice Board Policy

- 4.1 It is the responsibility of parents and students to peruse the noticeboard on a weekly basis, collect any notices from reception and check the website for relevant dates and information. [www.theedgeperformersschool.com.au](http://www.theedgeperformersschool.com.au)
- 4.2 If the office is unattended, please utilise the office mailbox for payments and other correspondence whenever possible **(NO CASH)**.

### 5) Injury/Medical Condition Policy

- 5.1 It is the student's responsibility to notify their teacher in the event of injury/medical condition during or prior to class.
- 5.2 All medical conditions need to be reported to the office and teaching staff prior to the student commencing class. It is the parents and/or students responsibility to inform staff of any medical conditions which may effect the students tuition.
- 5.3 The first aid box is available via class teachers and office staff. We are unable to provide anyone with Panadol or equivalent medication.

### 6) Costume Policy

- 6.1 Students enrolled at **01/05/2018** who have not formally notified The Edge that they **will not participate in the end of year performances** will be liable for all costume fees associated with that class. The Edge begins ordering costumes and material from this date.
- 6.2 Instalments for each costume required for the end of year performances will be invoiced in terms 2 & 3. Balances invoiced term 4.
- 6.3 **In the case of un-enrolment or deferment, please beware that the costume deposits will not be refundable or transferable after 01/05/2018 if payment has been received.**
- 6.4 If a student has terminated their enrolment after **01/05/2018** the **full balance due for all costumes will still be invoiced and payable.**
- 6.5 Costumes will not be released to students at the end of the year who have outstanding accounts.
- 6.6 Full costumes (costume, hair, makeup and head pieces) must be worn on stage. Students with incomplete costumes will miss out on performing in that show.

### 7) Concert/Competition Policy

- 7.1 It is not compulsory for a student to be involved in the annual performances or competitions, however it is encouraged.
- 7.2 Each student participating in the concert is required to attend the full dress rehearsal & photo day.
- 7.3 No parent is able to help backstage/dressing rooms without an authorised backstage pass or working with children pass.
- 7.4 Concert tickets are available once term 4 accounts for all family members are paid in full.

### 8) Class Attire Policy

- 8.1 All students must be appropriately dressed for each class, with correct foot wear. NO primary or secondary school uniforms to be worn during class. No excess jewellery to be worn.
- 8.2 All students must be appropriately groomed for class, with their hair tied back off their face.
- 8.3 Inappropriately dressed or groomed students may not be able to participate in class activities due to OH&S.

### 9) Marketing Policy

- 9.1 The Edge may use students names & photos in all marketing materials including: The Edge website, dance magazines, advertisements, newspaper advertisements, social media, information booklets & concert programs.
- 9.2 Students not wishing to be used in the above should advise our office.

**\*\* Please note that The Edge reserves the right to change it's policies. Parents and students will be advised of any changes made to these policies. \*\***