

OFFICE HOURS: Mon/Fri 9am-4pm, Sat 9:30am-2:30pm, 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 1/01/2017: _____

Email (PLEASE PRINT CLEARLY): _____

Parent/Guardian Names: _____

Pre Existing Medical Condition /Allergies: _____

Emergency Contact Name: _____

Relationship: _____ Emergency Contact Number: _____

Please Tick Your 3 Main Goals For 2017:

- ☐ 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 ☐ Local Paper ☐ School ☐ 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: _____ |
| 8. | Class: _____ | Day: _____ | Time: _____ |

Parent/Student Declaration:

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. The Edge may use my name & photo in all
marketing materials including: The Edge Website, Dance Magazines, Advertisements,
Newspaper Advertisements, Social Media, Information Booklets & Concert programs.

Signature: _____ Date: _____

(Parent/Guardian to sign if under 18 years)

OFFICE USE ONLY

Commenced:

Deposit:

Invoiced:

Notes:

2017 Enrolment Terms and Conditions

PLEASE NOTE: Enrolments are for a FULL year of dance classes

Copies of the 2017 Enrolment Terms & Conditions are available from reception and our website.

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 2017** and are invoiced per school term. Enrolments **do not roll over into 2018**.
- 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 **1st 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 All accounts must be settled by the first class of term or the **greater of a \$20.00 administration fee (per term) or 12% P/A interest charge** will apply immediately.
- 1.7 Students with overdue accounts will be in danger of losing their enrolment position, can not collect costumes and can not participate in the end of year performances.
- 1.8 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.
- 1.9 Extremely overdue accounts will be placed in the hands of a **debt collector** if no prior arrangement has been agreed by The Edge.
- 1.10 Dishonoured cheques will attract a **\$25 administration fee**.

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.**

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 **1/2/2017** 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.

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
- 4.2 If the office is unattended, please utilise the office mailbox for payments and other correspondence whenever possible **(NO CASH)**.

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. Due to government regulations, we are unable to provide anyone with Panadol or equivalent medication.

Costume Policy

- 6.1 Students enrolled at **01/05/2017** 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 01/05/2017 if payment has been received.**
- 6.4 If a student has terminated their enrolment after **01/05/2017** 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.

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 are paid in full.

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.