

# Terms and conditions

## Fees policy

Fees are strictly payable before the commencement of term.

Late fees incur a \$30 fee.

Failure to pay fees by the due date may result in loss of enrolment position.

Invoices are emailed out at the end of each term.

Term fees are averaged out to a 10 week term regardless of length.

In extreme cases, all debt collection fees will be included in your outstanding fee amount.

## Refund policy

After commencement of classes, no refunds will be given.

Make up classes are available in most instances. These are limited to three per term.

A refund will only be given for cancelled classes due to low numbers or teacher unavailability.

## Class uniform policy

All students, with the exception of adults and hip hop classes, are required to have studio uniform by the end of their first term.

Students must wear their uniform to all lessons. Hair is to be neatly groomed and secure off the face into a bun (except hip hop & acro students, ponytail only)

## Examinations

All ballet, jazz, tap, hip hop & contemporary classes are taught with the intention that students sit examinations during third term.

Students will be entered into either an examination or assessment/medal test. This decision is made by the teacher as to which is most suitable for the student.

Examination fees are additional to term fees and are invoiced on the term two invoice. For those students who do NOT wish to sit examinations or medal tests, they should notify their teacher within the first term.

## Class attendance

Regular class attendance is vital for students to keep abreast of their syllabus work. Students must be punctual to classes to ensure they receive a complete warm-up.

## Teaching Technique

Dance teaching requires physical contact with students to ensure correct technical placement and our teachers are directed to teach in this manner.

## Class observation

Observers may view classes quietly through viewing windows. To ensure optimum tuition with minimum distractions, we do not allow parents to watch from inside the studios, with the exception of pre-school classes.

## Private Lessons

In the lead-up to examinations and preparations for competitions private lessons are available to students and can be booked at the studio. These must be paid for in advance and are non-refundable if students do not attend their lesson.

## Studio care

Smoking, eating and animals are not permitted on the premises. Any deliberate damage to school property will result in instant dismissal. Any repairs to property will be charged to the student's account.

## Shop

The school dancewear shop stocks all uniform requirements. Hours are posted on the shop window.

We do not sell second hand shoes or apparel.

## Emails & Noticeboard

It is the responsibility of parents and students to read all emails and the noticeboard on a weekly basis.

## Performance & costume policies

Deanne Fordham School of Dance has an annual school performance at the end of each year. Participation is optional, however, students are strongly recommended to participate to develop their presentation and stage skills.

Each student participating in the performance is required to attend their classes, dress rehearsals and all relevant performances.

No parent/guardian is able to help backstage or in the dressing rooms without authorised approval.

Professional performance DVD and photographs are available for purchase.

A costume levy of \$40-\$80 applies in term three and performance tickets are an additional cost.

## Choreography & copyright

Choreography for classes, performances and competitions remain the artistic and intellectual property of Deanne Fordham School of Dance and/or the syllabus providers.

Choreography cannot be copied or used without prior permission of Deanne Fordham School of Dance.

## Photography & filming of students

For safety, privacy and copyright reasons, photography or filming of students in class and at concerts is not permitted.

## Health, Safety, medical & injury policies

Deanne Fordham School of Dance is not liable for personal injuries sustained or any loss of, or damage to, personal property whilst on the premises.

Deanne Fordham School of Dance aims to provide a safe environment to reduce the risk of injury. It should be recognised by all students, parents/guardians that dance by its very nature carries a risk of injury or accident.

It is the responsibility of the student, parent/guardians to notify the teacher in the event of an injury or medical condition prior to class.

A first aid kit is available to any student. We do not dispense Panadol, pain relief or medication to any students.

Deanne Fordham School of Dance students are under supervision whilst in class time only. Teachers and staff are not responsible for students outside their allocated class time.

For safety reasons, students must be collected from inside the building. It is the responsibility of the parent/guardian to ensure their student does not wait outside the building.

## Fire Safety

In the event of a fire, students are to follow their teacher's instructions and walk to assemble in front of the building.

## Conduct

Deanne Fordham School of Dance strives to maintain a friendly environment for learning. Any student or parent behaving rudely or speaking badly of fellow students or teachers is liable for dismissal.

## Use of Image

Images or video of students may be used for marketing purposes.

## Queries

To help ensure classes run to schedule, please do not approach teachers during class changeovers. Queries can be directed to reception staff or email to [dfsdooffice@primusonline.com.au](mailto:dfsdooffice@primusonline.com.au)

## Privacy act

Our enrolment form collects personal information about all students. Under the Privacy Act 1993 you are entitled to have access and request correction of this information.

## Application and dismissal policy

Deanne Fordham School of Dance maintains the right to dismiss any student or parent who breaches any of the stated terms and conditions, damages property or causes disruption to classes of a severe nature. The decision is at the sole discretion of the studio Principal.

Deanne Fordham School of Dance reserves the right to decline applications and re-enrolments without giving reason