

# Newcastle Ballet Theatre

## Tiny Tots Enrolment Form

Student Name: .....D.O.B.....Age: .....

Address: .....

Phone: (Hm) .....(Wk) .....(Mob).....

Email address: .....

Parent(s)/Guardian: .....

Number of classes per week .....

Who should we contact in case of an emergency? (Other than the numbers listed above)

Name:.....Relationship to student.....

Phone numbers: .....

I, .....as Parent/Guardian of.....

agree to the terms and conditions set by Newcastle Ballet Theatre.

\*It is understood that all students take classes at their own risk and no liability under any circumstances shall be taken by the Principals or teachers for injury or loss of personal property.

\*In the event of a medical emergency, and where a parent or guardian cannot be notified, I authorise Newcastle Ballet Theatre to seek medical advice for my child.

\*Newcastle Ballet Theatre is not responsible for your child outside of nominated class times. Please be prompt to pick up your child after their class.

\* Parents are not permitted to watch class unless an arrangement has been made with the teacher.

\*Proper grooming and dress code is required for all classes.

\*To ensure continued enrolment please pay your account within the specified time.

**By signing this enrolment form you confirm that you have read and understood our Terms & Conditions of Payment of Fees (Attached) and general Terms and conditions listed on our website:**

**If you are unable to read them on the website please let us know and we will provide you with a paper copy.**

Sign.....Date.....

Please return your enrolment form to:

The Secretary

Newcastle Ballet Theatre

c/o : PO Box 60 Cardiff, NSW 2285

Studio 4956 9372

**Together with an Enrolment/Administration fee of \$35.00 (one child), or \$40.00 (family)  
And signed Terms & Conditions of Payment of Fees**



# Newcastle Ballet Theatre

## SIGNED TERMS & CONDITIONS OF PAYMENT OF FEES - ATTACHMENT TO ENROLMENT FORM

As the payment of fees is an integral part in the successful running of this school we ask that all parents adhere to our Terms & Conditions, in payment of fees on time. **Failure to do so will incur penalty fees.**

A One Off Enrolment Administration fee of \$40 for one child and \$45 for family is payable yearly on enrolment.

Once enrolled, enrolments are considered valid until the end of the school year and **MUST BE CANCELLED IN WRITING BEFORE THE START OF THE NEXT TERM**, if student does not wish to continue.

**All term fees must be paid for in advance** - Payment is **due by the end of the second week in each term, unless arrangements have been made with the Principals or Secretary** to pay fees weekly.

**SEE OUR STRICT TERMS & CONDITIONS BELOW FOR WEEKLY PAYMENTS.**

**Once enrolled fees are payable for the FULL TERM and WILL NOT BE REFUNDED for any non-attendance of any part of the term.**

If a new student commences part way through the term the fee payable will be for the remainder of the term.

Students whose fees are outstanding after 28 days, in any term, will automatically be charged an overdue fee of \$15.00.

If fees continue to be unpaid after week 5 students will be asked to sit out of class until payment is received,.

### **Terms & Conditions of weekly payments:**

**Students must be attending 3 or more classes per week - or have made arrangements with the Principals or Secretary.**

Payments **MUST BE MADE WEEKLY** and the weekly amount paid is to be equal to, or be greater than, the total cost of classes taken per week (if you are unsure of your weekly amount please ask at the office) Classes are still to be paid for if missed. Any missed classes can be made up by taking class on another day. **ALL Term fees paid weekly, are to be finalised by the end of the second last week of the term** (i.e. the final two weeks payments are to be made in week 9)

**Failure to adhere to these conditions will result in a request for the balance of fees, for the full term, TO BE IMMEDIATELY PAID IN FULL.**

### **Outstanding Term fees cannot be carried forward into the next term.**

An Overdue/Administration fee of \$40 will be charged on all accounts outstanding at the end of any term.

If you are having problems paying fees, please discuss this with the Secretary or Principals as fees in arrears will incur the cancellation of classes.

If fees continue to remain outstanding after **two terms**, accounts will be placed into the hands of our debt collection agency for full recovery of the fees including the agency costs, unless satisfactory arrangements for payment in full have been made.

**REFUND POLICIES & CANCELLATIONS:** Once enrolled for the term NO REFUNDS, discounts or credits will be given for any missed classes due to illness or vacation.

**Annual Concerts:** Our annual concerts will be held Mid year and at the end of each year and these will incur additional rehearsal classes at \$13.00 per 1 hour class as well costume hire fees which will be invoiced during Term Two for our Mid year concert and at the beginning of Term 4 for our end of year concert. **If you do not wish to pay for costume hire and extra rehearsal fees please advise that your child will not participate in the annual concerts.** It is mandatory that students attend **ALL** rehearsals leading up to the concert.

### **Payment of fees:**

An invoice will be issued in the first week of the term. Each student has their own mail box so, please check your mailbox weekly for any invoices, newsletters etc. Invoices can also be emailed if you wish.

Fees paid by the term or weekly can be paid by cheque, cash or direct deposit - bank details will be listed on the invoice.

If paying by cash or cheque - payment is to be placed in an envelope (small envelopes are on the counter) with students name, classes and amount being paid written on it, and handed in at the office or placed in the locked box. If paying by direct deposit please put the Students name as the reference and the Invoice Number, if it will also fit.

If you are making a payment for anything other than fees, when NO invoice has been issued please put Students name for the reference and whatever you are paying for (e.g. Smith-Photos)

By signing this form you confirm that you have read and understand the above Terms and conditions for payment of fees:

Signed by (parent/Guardian)..... dated.....