

# Newcastle Ballet Theatre - 2023 Teeny, Tiny & Little Dancers Enrolment Form

Little Dancers Name: .....D.O.B.....Age: .....

Address: .....Postcode.....

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

Phone/Mobile .....Email:.....

Please tick which Class/es your Tiny Dancer wishes to attend: (A 10% discount will be applied to a second class per week)

<b>TUESDAY:</b>	<b>Little Dancer 3 - 6 yrs</b>	<input type="checkbox"/>		
<b>WEDNESDAY:</b>	<b>Teeny Dancer 2-3yrs</b>	<input type="checkbox"/>	<b>Tiny Dancer 4-5yrs</b>	<input type="checkbox"/>
<b>THURSDAY</b>	<b>Teeny Dancer 2-3yrs</b>	<input type="checkbox"/>	<b>Tiny Dancer 4-5yrs</b>	<input type="checkbox"/>
<b>SATURDAY:</b>	<b>Little Dancer 3-6yrs</b>	<input type="checkbox"/>		

Are there any siblings attending NBT ..... If yes please advise siblings name.....

**For new students could you please advise how did you hear of us, or find us?.....**

Please advise a contact person, other than the person listed above in case of emergencies?

Name:.....Relationship to student.....Phone No.....

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

### Agree to the terms and conditions set by Newcastle Ballet Theatre

By signing this enrolment form you agree that your little Dancer has been enrolled for terms 1,2,3 & 4 in the year of enrolment .  
If starting after term one they will be enrolled for the remaining terms in that year.

**By signing this enrolment form you confirm that you have read and understood the attached Terms & Conditions of payment of fees**

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

Please return your enrolment form to: The Secretary, Newcastle Ballet Theatre. PO Box 60 Cardiff, NSW 2285  
Studio 1/89 Mitchell Road Cardiff NSW 2285  
email: nbt1live.com.au Mobile Miss Kristy 0434 417 454 or Miss Amelia 0414 220 654

**A yearly Enrolment/Administration fee of \$55.00 (one child), or \$75.00 (family) is payable ON REGISTRATION.**



# Newcastle Ballet Theatre

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

**As the payment of fees on time is integral to the successful running of this school, we ask that all parents/Guardians adhere to our strict Terms & Conditions. Failure to do so may incur penalty fees. Please read and sign below, confirming you agree and understand our Terms & conditions.**

**ENROLMENT/ADMINISTRATION FEES:** An Enrolment Administration fee of \$55 for one child and \$75 per family is payable yearly on enrolment. In addition, there will be a yearly photographer fee of \$20.

**REFUND POLICIES, CANCELLATION OF CLASSES & MAKE UP CLASSES:** Once enrolled, fees are payable for the **FULL TERM** and must be paid in full, in advance, according to your invoice, **irrespective of attendance. FEES WILL NOT BE REFUNDED for any non-attendance of any part of the term, NO REFUNDS**, discounts or credits will be given for any missed classes due to illness or vacation.

A credit will be given for any class cancelled by Newcastle Ballet Theatre, if we are not able to reschedule a make-up class.

If it is necessary to cancel class due to adverse weather conditions, Power outage etc. Newcastle Ballet Theatre will not refund class fees, but where possible, will offer make-up classes at a later date.

Any missed classes can be made up by joining in class on another day at the discretion of the principals, but must be taken in the same term the class has been missed; missed classes cannot be carried forward to the next term.

Any changes to enrolments and contact details must be communicated to the office secretary (not teachers)

**UN-ENROLMENT POLICIES** Once enrolled, enrolments are considered valid until the end of the school year and roll over automatically between terms 2, 3 & 4; You will be invoiced for each term, unless you advise you wish to un-enrol from the school. If a student is not returning for the next term, Newcastle Ballet Theatre must be notified in writing before the commencement of that term, that they will not be returning.

If a student wishes to un-enrol after the commencement of the term, you must notify Newcastle Ballet Theatre in writing. You must still pay for the entirety of the term, unless due to some unforeseen circumstances and at the discretion of the Principals only, fees may be refunded after two weeks notice. Please note that a student's change of mind or change in some circumstance are not valid reasons for a refund

**PAYMENT OF FEES** An invoice will be issued in the first week of the term; payment is due in full by the **end of the second week**, or otherwise advised on the invoice. All students have their own mail box; please check your mailbox weekly for newsletters etc. Invoices will be emailed out. If you require a hard copy please let us know. **A 10% discount will be given, on the 2nd class, if more than one class is taken per week.**

**TERM FEES MUST BE PAID FOR IN ADVANCE:** Fees can be paid by cash, direct deposit or Eftpos (a 2% surcharge applies) - bank details will be listed on the invoice. If paying by cash, payment is to be placed in an envelope (small envelopes are provided near the locked box) with students name, classes, and amount being paid written on it; this can be 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 possible. If any payments are made, for anything other than fees, when NO invoice has been issued, please put students name for the reference and reason for payment (e.g. Smith-uniform).

**If a student is attending two or more classes per week, you may take up the option to pay the fees weekly.**

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

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

Students with outstanding fees after week 7, who are not on a weekly or approved payment plan, and who have not made any payments, or made other arrangements will automatically be charged an **overdue fee of \$10.00**, to cover administration costs.

Newcastle Ballet Theatre reserves the right to refuse participation for students, with outstanding fees after week 8, until fees have been paid.

**TERMS & CONDITIONS FOR WEEKLY PAYMENTS:** By default, fees must be paid in full, by the due date on the invoice, unless you have opted to make weekly or regular payments. Students must be attending 2 or more classes per week, unless you have made arrangements with the 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. 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. If you are having problems paying fees, please discuss this with the Secretary as fees in arrears may incur the cancellation of class

**OUTSTANDING TERM FEES CANNOT BE CARRIED FORWARD INTO THE NEXT TERM:** An Overdue/Administration fee of \$25 per term will be charged on all outstanding accounts at the end of each term, unless satisfactory arrangements have been made. If fees remain outstanding after two terms, accounts will automatically be placed into the hands of our debt collection agency for full recovery of the fees, including costs.

**ANNUAL CONCERTS:** Our annual concert will be held near the end of Term 4.

These may incur additional weekly rehearsal classes, charged at our current hourly rate per class, as well as costume hire fees, which will be invoiced during Term 4 for our End of Year concert.

Fees must be paid by the due date listed on the invoice.

Due to the rising cost of hiring the Theatre there will also be a **rehearsal fee** charged with your costume hire invoice.

PLEASE NOTE: **A SEPARATE CONCERT AGREEMENT FORM WILL BE SENT OUT IN TERM 3.**

It is mandatory that students **ATTEND ALL REHEARSALS** leading up to the concert.

**PHOTOS:** To offset some of the photographers' costs, involved with any in-studio & theatre concert photos, a yearly \$20 photographer fee will be payable.

OFFICE US ONLY: Administration fee of \$..... has been paid by Cash \*\* Direct \*\* Deposit \*\* Eftpos. Date: / /