

Newcastle Ballet Theatre - Enrolment form 2022

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

Address:.....P.Code.....

Parent/Guardian Mobile:.....email.....

Parents/Guardians Name:.....

Advise name(s) of any other siblings enrolled at NBT.....

If you are a NEW student to NBT - Have you had previous dance training? Yes No

If yes, please advise Grade/classes taken

Do you wish to have private tuition: Yes No Compete in Eisteddfods: Yes No

Do you have any illness or allergies we should be aware of? Yes No

If Yes please give details:.....

Do you give permission for a NBT Faculty member to give paracetamol if needed? Yes No

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

Name:.....Relation to student:.....Phone no:.....

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 circumstance shall be taken by the principals for injury or loss of personal property.
- In the event of a medical emergency, and where a parent or guardian cannot be notified, I authorize 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 & Siblings are not permitted in the studio during classes, unless prior arrangements have been made with the teacher.
- Proper grooming and dress code is required for all classes.
- To ensure continued enrollment, you agree to pay your fees 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 to this form

Sign:.....Date:.....

Please return your enrolment for to: The Secretary, Newcastle Ballet Theatre, PO Box 60 Cardiff NSW 2285

Studio: 1/89 Mitchell Road Cardiff NSW 2285

Email: nbt1@live.com.au

Mobile: Co-Principal: Rider D Vierling - 0401 214 042 Co-Principal Kristy Tancred - 0434 417 454

An Enrolment fee of \$45 per child or \$50 per family is payable on Registration.

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

ATTACHMENT TO ENROLMENT FORM - STUDENT NAME

DO YOU WISH TO UNDERTAKE BC SYLLABUS EXAMS

Yes / No

(Please note: Although recommended, examinations are not compulsory, however if you wish to participate in exams, except under exceptional circumstances, students must attend the number of classes per week, listed below:)

Pre-Primary	-	1 Syllabus class per week
Prep Level 1	-	2 Syllabus classes per week
Level 1	-	2 Syllabus classes per week
Primary	-	2 Syllabus classes per week
Level 2	-	2 Syllabus + 1 Open + 1 Stretch class per week
Level 3	-	2 Syllabus + 1 Open Ballet + 1 Stretch + 1 Pre-Pointe class per week.
Level 4	-	2 Syllabus + 1 or more Open Ballet + 1 Stretch or Pilates + 1 pointe class per week.
Level 5	-	2 Syllabus + 1 or more Open Ballet + 1 Stretch or Pilates + 1 Pointe class per week.
Senior Level	-	2 Syllabus + 1 or more Open Ballet + 1 Stretch or Pilates + 1 Pointe class per week.
Excellence Level	-	2 Syllabus + 2 Open Ballet + 1 stretch or Pilates + 1 Pointe class per week.

CONCERTS: (Please note: 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)

Do you wish to participate in the Mid-Year concert Yes / No

Do you wish to participate in the End of Year Concert Yes / No

To Participate, students must be available for the concert dates.

Regular attendance to ALL rehearsals, in Term Two & Term Four, are also mandatory.

These dates will be advised as soon as they are finalised - early in the year.

PHOTO/VIDEO PERMISSION

Students may be photographed or filmed by the media, or our resident photographer, and these photos may be used for promotion of the school, productions in the local papers, Dance Magazines, Webpage and Face Book page. If you do not wish your child's photo to be used by Newcastle Ballet Theatre, please advise below. All photos taken remain the property of Newcastle Ballet Theatre and photos taken of our groups and individual dancers may also be displayed at the studio. Student names WILL NOT be included in any promotions, without permission.

Please note: if you are watching class, recording from mobile phones is strictly prohibited. Photos are only permissible of your own child, or if you have permission from the other student's parents or guardians in that class.

I hereby grant permission to Newcastle Ballet Theatre to photograph and videotape classes and performances in which my child is participating. I understand that the studio may use these images in promotional advertisements and brochures, and on the studio website and Facebook page. Names WILL NOT be used unless permission is sought first.

I DO NOT grant permission to Newcastle Ballet Theatre to use any photographs and/or videos, in which my child is participating for promotional purposes. *I understand my child would have a photograph taken separately when photographed in their class group. I also understand that my child may not be able to participate in the Mid-Year and annual concerts as these are always videoed.*

NEWCASTLE BALLET THEATRE Term & Conditions - Attachment to enrolment form 2022

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 will incur penalty fees. Please read and sign below, confirming you agree and understand our Terms & conditions.

ENROLMENT/ADMINISTRATION FEES:

An Enrolment Administration fee of \$45 for one child and \$50 per family is payable yearly on enrolment. In addition, there will be a yearly Licence/copyright fee of \$12.00 per family, and a yearly photographer fee of \$20 - invoiced in two separate \$10 payments in term 2 and 4.

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, 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 one level above or below that student's current level, 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. Make up classes in Term 4 are very limited due to concert preparation. **These classes must be arranged with the Principals prior to attending.**

Any student who wishes to discontinue a class after commencement of any term, must give 2 weeks notice in writing that they wish to withdraw from that class. **Nonattendance of a class does not constitute withdrawal. Fees are still payable for the two weeks.**

If a student wishes to change from one class to another, an amended timetable with the new classes highlighted, must be handed into the office. 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, or they will be invoiced, and fees will be payable for the next term in full.

If a student wishes to un-enrol from the school after commencement of the term you must notify Newcastle Ballet Theatre prior to the fees due date. Failure to notify Newcastle Ballet Theatre of the ceased enrolment, by the due date, will result in full tuition being owed to Newcastle Ballet Theatre, for the full term.

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 mailbox; please check your mailbox weekly for any invoices, newsletters etc. Invoices can also be emailed if you wish.

TERM FEES MUST BE PAID FOR IN ADVANCE: - Please note all Administration fees will be enforced in 2022.

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 student's 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 other 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 classes.

OUTSTANDING TERM FEES CANNOT BE CARRIED FORWARD INTO THE NEXT TERM:

An Overdue/Administration fee of \$40 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.

TIMETABLES:

At the end of each term, students will be emailed a Timetable for the following term. These are to be highlighted with classes the student will be enrolled in and either emailed or handed back into the office before the start of the following term, or date advised.

If you are unable to email the timetable, you can email the classes. Timetables are to be returned **even if a student is not changing classes.**

Because our timetable may vary slightly from term to term, it is imperative we have each student's correct classes highlighted at the beginning of each term in order to produce correct invoicing.

It is very time consuming to chase up students' next term timetables and classes.

FAILURE TO RETURN THE TIMETABLE OR CONFIRM CLASSES BY EMAIL, WILL ATTRACT AN ADMIN FEE OF \$5.00.

ACTIVE KIDS AND CREATIVE KIDS VOUCHERS

Newcastle Ballet Theatre is an approved provider for both the Active Kids and Creative Kids program.

Students can apply for two Active Kids and one Creative Kids voucher per year.

One Active Kids and Creative Kids voucher can be used in the same term, provided the student is taking two or more different styles of dance. If a student is only taking one style of dance, you can only use one voucher per term.

Vouchers can be handed in at the office or emailed to nbt1@live.com.au; please include students **date of birth** in the email. Once redeemed the amount will be credited to your account.

PRIVATE LESSONS

Private Lessons WILL NOT be on the term invoice and are to be paid for **at the time the lesson is taken**.

Students with unpaid private lessons of more than 1 week, will not be able to attend their Private Lesson until fees are up to date.

If a student falls more than 2 weeks behind in Private Lesson Payments, they will forfeit their position and their time slot will be given to another student on the Waiting List. **Private Lessons may only be undertaken if all studio class Fees are up to date.**

PLEASE NOTE: All private lesson payments are to be placed in an envelope with students name & amount written on it.

This can be handed in at the front desk, placed in the locked fees box or given direct to the teacher.

A minimum of **24hrs notice** must be given to cancel arranged private lessons, or you will be required to pay for the lesson even if the student did not attend. If a student continues to miss their private lessons, then we will need to give their spot to another Student on the waiting list.

Private lesson fees with our faculty are currently \$40 per half hour and \$75 per hour.

Private lessons with Miss Kristy & Mr. Rider are \$45 per half hour and \$80 per hour.

COSTUME HIRE See our separate contract for hire of costumes.

Eisteddfod Costume Hire Fees: \$35-\$45 hire for soloist costumes - \$60.00 hire for tutu.

Eisteddfod Groups costume hire - There will be a one off yearly hire fee of \$40, or \$60 for a tutu - per group costume, regardless of how many eisteddfods the group performs in during the year, with a \$10 fee to be paid on return, after each eisteddfod, for cleaning etc.

Some groups may be required to purchase their costumes outright.

Eisteddfod Fees Group entry fees will also be payable, by the dancers. This will be divided evenly amongst the dancers.

ANNUAL CONCERTS:

Our annual concerts will be held near the end of Terms 2 & 4.

These will 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 Two for our Mid-Year concert, and Term 4 for our End of Year concert. If a student withdraws from participation in the concert, after their costume has been purchased, they will be required to pay the full costume hire. These are due by the 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: If you do not wish to pay for costume hire and extra rehearsal fees, please advise that your child does not wish to participate in our annual concerts. It is mandatory that students **ATTEND ALL REHEARSALS** leading up to the concert.

PHOTO SHOOTS:

In order to offset some of the photographers' costs, involved with the in-studio photo shoots & theatre concert photos at the Mid-year and End of Year productions, a \$10 photo shoot fee will be charged along with the costume hire, in terms two and four.

COVID LOCKDOWN

Please see our separate Covid Safe plan.

Failure to abide by our Covid-Safe plan may result in cancellation of student's enrolment and/or Newcastle Ballet Theatre may refuse entry to those breaching these terms.

In the event of a further lockdown due to Covid 19, Newcastle Ballet Theatre will continue with classes online via Zoom.

The timetable will be kept as close as possible to the current in studio timetable. Fees are still be paid for the duration of the lockdown.

There are some classes (e.g.,

Acro and Pas de deux) that cannot be continued on Zoom; these classes will be credited to students' invoices **for the following term**, as will any class that has been cancelled by Newcastle Ballet Theatre, or not had a substitute provided.

If you have a genuine reason for not undertaking all or any of the online zoom classes, you must advise in writing immediately, if you wish to receive a credit in the next term.

If a student wishes to take dance classes with any other institution, at any time, outside of Newcastle Ballet Theatre, parents are required to notify Newcastle Ballet Theatre in the interest of safe dance practices - prior to commencement of outside classes.

UNIFORM DRESS CODE: NBT has a set uniform that must be worn to classes - including proper footwear, and hair needing to be in ballet bun for all ballet classes - creating unity amongst the studio and discipline for each student.

THIS DRESS CODE MUST BE STRICTLY ADHERED TO.

First and foremost, we need to see our dancers' bodies! Seeing proper posture and alignment in our students is of the utmost importance in a dancer's training.

If time is limited, or a student is coming to class directly from school, we suggest that they wear their hair in a bun to school if possible.

Wearing clothes outside the dress code can be distracting for all the dancers in the room and take away from the class.

A copy of our uniform list is attached to the enrolment form. No classes or teachers are to be disturbed unless in case of emergency. Parents are not to approach teachers or students during class. If messages or food/drink/medication needs to be passed to a student, it must be done through a staff member.

ANTI BULLYING: Newcastle Ballet Theatre does not tolerate any form of bullying in the studio. Bullying of any kind or any form of disrespect to other students & teachers will be reported to parents if observed. Reoccurring behaviour of this manner may result in suspension of students responsible. Any incidents of bullying must be reported to the teacher present immediately & appropriate discipline will be issued.

Students are not to take mobile phones or other electronic devices into class.

By signing this form, you confirm that you have read, agree to and understand all of the above Terms and Conditions.

Signed by Parent/GuardianDated.....