



# 2016 **Student** Enrolment Form

Please complete all required fields

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## STUDENT

SURNAME	
FIRST NAME	M/F
DATE OF BIRTH	AGE ( as at 1st January 2016)
SCHOOL YEAR LEVEL IN 2016 (if applicable)	

## PARENT/GUARDIAN (if under 18 years)

SURNAME	
FIRST NAME	

## CONTACT DETAILS

ADDRESS	
SUBURB	POST CODE

HOME PHONE	MOBILE
EMAIL (for invoices etc)	

## EMERGENCY CONTACT/S

NAME	RELATIONSHIP TO STUDENT
HOME	MOBILE

NAME	RELATIONSHIP TO STUDENT
HOME	MOBILE

## SPECIAL REQUIREMENTS/MEDICAL CONDITIONS

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Please select the appropriate class you wish to enrol in:

Thursday Creative Dance	
Friday Creative Dance	
Saturday Creative Dance	

Where did you find out about us?

Word of Mouth		
Facebook		
Instagram		
Google Search		
Flyer		
Other		

### Terms and Conditions

Please ensure you have read and understood the following carefully.

#### Enrolment

- Parents / guardians are required to complete an enrolment form prior to students' commencement each year. Students will not be accepted into class without completing an enrolment form.
- Enrolment continues from time of enrolment for the full academic (calendar) year. You do not need to re-enrol each term.
- If you wish to cancel your enrolment, please do so in writing. Students who do not return to classes in a subsequent term and have not advised the school prior to the end of the previous term will be required to pay the full term fees.

#### Fees

- Fees are charged by a term system. 8 weeks, 10 weeks, 10 weeks, 10 weeks.
- A non-refundable annual enrolment fee of \$40 is due with the first term fees. This covers Public Liability, APRA Music Licensing for the year, etc.
- Fees are payable per term in advance and are non-refundable.
- Fees are due within 14 days of issue of invoice. If fees are not paid within this time, a late payment administration fee will apply.
- If you are unable to pay within 14 days and require an extension or would like to pay in installments, please contact Miss Alanna to make an arrangement. In this case, no late payment fee will be charged, but please note that arrangements must be in place within 14 days of issue of invoice or administration fee will be charged.
- Term fee invoices will be issued during the last two weeks of each term.

#### Absence

- In the event of an absence, please notify Alanna via SMS or email prior to the class time.
- Lessons that are missed because of sickness are **not** refundable. These classes can be made-up where possible by attending a class on a different day. (Eg. Thursday class can be attended on the Friday)

### Holiday

- A discount fee applies to families who take a **minimum of three** or more consecutive weeks. Please contact Alanna to discuss.

### Injury/medical condition

- Alanna's Theatre and Dance Studio is not responsible for any injuries in or out of class.
- It is the responsibility of the student/parent to inform the teacher of illness or injury prior to commencing class.
- Basic first aid is available to every student. Due to government regulations we are unable to provide anyone with Panadol or equivalent medication.
- In the event of an emergency – illness or accident, where you (or emergency contact) cannot be contacted, you give the staff of Alanna's Theatre and Dance Studio permission to refer your child to a Doctor, Ambulance or Hospital.

### Drop off/Pick up

- Parents/guardians are responsible for drop off and pick up for their child/children from all classes.
- Parents/guardians need to stay with the child in the class until they are 3 years old. After they turn 3 it is optional to stay and watch the class.

### Photos

- Photos of your child that are taken during Alanna's Theatre and Dance Studio classes may be used in advertising or on our social media page.

### Contact

- Dance is a physical activity and the teacher or teaching assistant may have to assist your child's understanding of an action, posture or position by physical contact e.g. holding hands in a circle; lifting, correcting posture. You consent to employees and sub-contractors of Alanna's Theatre and Dance Studio having contact with your child in this regard.

Thank you for enrolling in Alanna's Theatre and Dance Studio.

Please sign below to acknowledge that you have read and accepted the terms and conditions which are designed to provide a happy, fun and safe learning environment for all students.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

PRIVACY STATEMENT: Personal details collected by Alanna's Theatre and Dance Studio are confidential and will only be used by the director Alanna Volker for communication purposes.