



HEIDELBERG
DANCE

TERMS & CONDITIONS OF ENROLMENT

1. Disclaimer

1.1. Heidelberg and District School of Dance ("HD Dance") reserves the right to alter the advertised program, timetable, uniform, facilities, fee schedule and teachers without prior notice at any time throughout the year. HD Dance also reserves the right to refuse an enrolment at the discretion of management. The information in this and any other printed or electronic information is correct, at the time of printing or being placed online.

2. Class Allocation

2.1. It is at the discretion of the Principal of HD Dance to decide which class/grade each student should be placed in. The Principal will take into consideration not only their age but also their skill and ability. Please note that grading decisions are final and made with the best interest for the enrolled student.

3. Code of Conduct

3.1. Parents/Guardians are required to drop off and pick up students on time. Students will be supervised within the premises by HD Dance staff during class and designated break times only.

3.2. No parent, guardian or visitor are permitted to view any class unless granted permission by the Principal. There will be "Open Days" and other events throughout the year, of which you will be duly notified.

3.3. Students (under 18) may not leave the premises for any reason without permission. If any student is required to leave the premises, including lunch breaks, permission in writing by the parent must be handed to the HD Dance office. Whilst every care is given to the student, no responsibility is taken outside the scheduled classes, breaks or the immediate premises.

3.4. Parents of younger students are asked to pick up their children from inside the studio where the appropriate supervision can be ensured.

3.5. If someone other than the nominated parent/guardian is collecting a student from the studio, HD Dance must be pre-informed.

3.6. Please advise the office on 0419 342 656 or info@hddance.com.au if any student is unable to attend classes.

3.7. If a student is absent, it is the parent's responsibility to check with the office staff & collect any information that may have been handed out and/or emailed.

3.8. Parents are requested to ensure their online customer information remains valid. Any change of contact details (e.g. phone /address) must be updated in your online customer portal immediately.

3.9. Parents and students are asked to take particular care and be respectful of the fact that HD Dance operates within the Ivanhoe Uniting Church and students are required to behave with care and respect to these premises.

4. School Rights

4.1. HD Dance reserves the right to cancel a student's tuition due to excessive tardiness/ absence, breaking studio or church rules, demonstrating disruptive and disrespectful behaviour by the student or parent, anyone who is found promoting other business's or services within the studio grounds or failure to pay tuition costs or any other fees payable.

5. Uniform Policy

5.1. Correct Uniform to be worn at all times; no other clothing or footwear attire is to be worn in classes without permission. Failure to have correct dance attire may result in the student not being able to enter their scheduled class until correct dance wear and footwear is worn.

5.2. Parents, please ensure shoes the correct size and properly fitted. Not fitting correctly reduces the student's ability in class and may increase the risk of injury. For enquiries on brands etc. please speak to your teacher.

5.3. No jewellery or watches (including fitness trackers) are to be worn in class (except stud earrings & medical alert bracelets). Jewellery has been known to cause accidents and abrasions in the past.

5.4. Hair at all times is to be off the face and neat in the appropriate style (e.g. classical bun for ballet), thus enabling teachers to observe correct line and placement and does not become an obstacle for the student to perform at their best.

5.5. Students must not arrive or depart the studio premises wearing only their ballet uniform. It is important that clothing be worn over the uniform (e.g. Tracksuit). It is most unprofessional to be seen in ballet uniform in public places, and certainly not in keeping with the image, standard and traditions of HD Dance.



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6. Data Protection Statement

6.1. HD Dance holds information about our customers to enable us to carry out our business. This information includes the contact details you supply to us and student record information. We will not disclose your information to third parties outside HD Dance except where the law allows or requires, or where you have given permission to do so.

6.2. We may from time to time contact you regarding our products and services via email, SMS, phone, on-line or other means of communication.

7. Medical & First Aid Indemnity

7.1. Dance is a physical activity and whilst all reasonable care is taken, to the extent permitted by law, HD Dance is not liable for injuries sustained during classes, instruction, performance activities or otherwise.

7.2. In case of an injury or health concern in respect of your child, all reasonable efforts will be made to contact you promptly. But, in the case of an emergency, or in the event that you cannot be reached, HD Dance will seek medical attention for the student. This may involve HD Dance rendering first aid to the Student or calling an ambulance.

7.3. You agree to indemnify HD Dance for any costs incurred in obtaining such emergency medical attention, for example ambulance fees. Upon enrolment, you will need to indicate your consent with either a yes (Y) or no (N).

7.4. All teachers and supervising staff are qualified Level 2 First Aid Certificate holders (minimum), and only qualified supervising members of staff will render first aid.

7.5. Any medical conditions, must be disclosed to HD Dance upon enrolment together with a current Medical Action Plan where applicable.

8. Photo /Video Permission

8.1. From time to time images from school performances, class photos and various events will be used to promote the activities of HD Dance e.g. in newsletters, on the HD Dance website, social media (e.g. Facebook/Instagram/Twitter), noticeboards, brochures etc. Parents are required to provide consent to the use of images of their children in this way, and waive all rights in respect of such images. HD Dance will not sell the images to third parties, and will use respectfully.

8.2. Upon enrolment, you will need to indicate your consent with either a yes (Y) or no (N).

8.3. No photos or videos to be taken on the studio premises, or at any HD Dance events held outside the studios; by any parent, guardian or student without prior permission from management. Any videos taken must not be posted or shared online through any Social Media forum as this is a breach of copyright, our intellectual property and is against our privacy policy.

9. Choreographic Copyright

9.1. All choreography and altered music is the property of HD Dance. If a student wishes to use the studios choreography or music in any exhibits, shows or the like, permission must be granted in writing by the Principal.

9.2. Any student of HD Dance may not perform any of HD Dance's choreography without first obtaining permission of the Principal. Any student participating in any production outside of HD Dance must advise the Principal.



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10 Fees and Payments

10.1 All fees and charges are inclusive of GST.

10.2 All fees and charges are non-transferrable.

10.3 Class Tuition Fees are based on 40 weeks of classes per year. Fees will be calculated per term based on the monthly package fee and apportioned for payment over 12 months.

10.4 Each Term will incur three (3) monthly instalment payments as follows: Term 1 - January, February and March; Term 2 - April, May, June; Term 3 - July, August and September; Term 4 - October, November and December.

10.5 All payments must be made through the Ezidebit system via monthly direct debit instalments from your nominated bank account or credit card (all transaction fees are inclusive in tuition fees with the exception of failed payment fees).

10.6 All failed payment fees and charges applicable are as defined by Ezidebit Pty. Ltd. ACN 096 902 813.

10.7 An online Ezidebit Form must be completed for authorisation upon enrolment. Enrolment is not complete until HD Dance has received notification of your Ezidebit registration.

10.8 Monthly instalment amounts will be deducted on the 1st of each month.

10.9 If you are unable to make payment by the scheduled date (1st of every month) and require alternative arrangements to be made, please contact the office with at least five (5) days' notice of your scheduled deduction, to avoid any additional charges.

10.10 Failed payments will be automatically re-scheduled within five (5) business days and will attract the Ezidebit failed payment fee of \$21.90 (charged by and payable directly to Ezidebit Pty Ltd and subject to change).

10.11 If two (2) or more direct debits default, the student's enrolment will be suspended until the outstanding amounts have been paid in full.

10.12 Pro-rata fees are available to students who commence classes during a month/term. Pro-rata fees will only be applied if the enrolment commenced after the second week of the respective month/term.

10.13 The first payment for 2022 will be deducted on the 1st January 2022. As fees are scheduled for payment over twelve (12) months with three instalments per term, any enrolments/registrations received after this date for (for Term 1 only), will be charged an applicable once only payment as a catch up. The catch up payment will be scheduled for deduction in 14 days from date of enrolment; or added to the next scheduled monthly payment (whichever is sooner).

10.14 Any student who enrolls after Term 1 (i.e., From Term 2) will be charged a one-off pro rata performance fee surcharge of \$25 per term missed. This amount will be added to your first monthly payment scheduled.

10.15 A discount is available to families with two or more siblings enrolled. The discount is only applicable to a full month fees and will be applied as follows: Second Child \$10 per month; Third Child \$15 per month; Fourth & Subsequent Children \$20 per month.

10.16 All customer account correspondence will be sent by email to the address as provided by you, via your online portal account profile. It is your responsibility to keep these contact details up to date.

10.17 As payments are made on a monthly basis regardless of weeks in a term, invoices will not be sent out. However, all families will receive a quarterly Statement of Account issued - March, June, September and December, showing a summary of your transactions for the period.

10.18 Enrolment continues from time of registration for the full calendar year. You do not need to re-enrol each term.

10.19 If you wish to change or cancel your enrolment you must do so in writing, with a minimum of 4 weeks' notice to info@hddance.com.au. Cancellation will commence 28 days after written confirmation has been received. Students who do not return to classes and have not advised "HD Dance" in writing prior to the commencement of the new month/term, will be liable to pay the pending next fee period.

10.20 Tuition fees are based on the student's enrolment in the class, not on attendance.

10.21 If a student will be absent for an extended period of time, they may request to pause their enrolment during their absence. The request must be in writing at least one month prior to the applicable period. Any requests for discounts or prorated fees will be at the discretion of the Principal.

10.22 No refunds under any circumstances will be given for missed classes.

10.23 If a student is unable to attend a class due to illness, injury or compulsory school commitments, a makeup class can be taken during Terms 1-3 only and subject to availability. Booster, coaching (or additional exam) classes cannot be used as makeup classes due to the specific structure of these lessons.

10.24 One complimentary trial class is available to all new students and current students wishing to try a new style of dance.

10.25 If government restrictions require us to close our doors and stop face-to-face learning, HD Dance will revert immediately to our online learning platform and continue to provide our dance lessons via Zoom. By enrolling with HD Dance, you are agreeing to these conditions and understand that there will be no refund of any fees paid.



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11. Production Policies

11.1. Students doing the show must commit to all rehearsals when dates and times are finalised (usually at the beginning of the year), if you cannot commit to all rehearsals you will not be permitted to participate in the annual production.

11.2. Any Student with outstanding fees will not be able to participate in any event until fees are finalised.

12. COVID-19 Policies

12.1. By re-enrolling at HD Dance for Term 1 2022 onwards you agree to abide by the following terms and conditions as outlined below;

12.2. All HD Dance staff, students, parents and guardians and any other contractors must comply with the Government requirements, HD Dance Covid19 Safe Policy and associated procedures. Details of this can be found on our website.

12.3 Students must dance from home if they are unwell (even with the slightest of symptoms), are awaiting COVID-19 test results and/or where the government have advised to do so.

12.4 There will be no refunds for students not attending class due to illness (ref. section 10 above) and/or if government restrictions require us to cease face-to-face learning.

12.5. HD Dance will have the provision for online dance instruction, should the need arise for a student to dance from home. Prior registration will be required to be able to access the online learning platform.

12.6. If government imposed restrictions require us to once again close our doors we will revert immediately to our online learning platforms.

12.7. By re-enrolling with HD Dance you are agreeing to this approach and understand that you will not be refunded for any fees paid.