

UNLIMITED FEET PERFORMING ARTS - TERMS AND CONDITIONS

ENROLMENT

- By enrolling at Unlimited Feet Performing Arts (UFPA) you are agreeing to pay for all classes enrolled.
- Enrolment is for the calendar year and students are automatically enrolled in the next term unless otherwise notified.
- Notice of ceasing or changing classes must be in writing to either the Director or Business Manager by week 8 of each term.
- You understand that it is your responsibility to notify UFPA of any changes to personal information.
- COME'N'TRY POLICY: Prospective students and current students wishing to try different classes / styles may "Come & Try" a lesson free of charge.
- You agree to pay the annual *Student Advancement Fund Fundraising & Enrolment Levy* per student.
- Students and care-providers need to treat all staff and volunteers with respect at all times.
- UFPA reserves the right to cease an enrolment for individuals that do not adhere to the terms and conditions.
- Permission must be given by the Director for any student enrolled at UFPA to receive tuition from any other dance studio.

FEES

- All fees are payable in advance and are due by the DUE DATE as stipulated on the invoice.
- Any term commenced must be paid in advanced and no refunds are given.
- Invoices are electronically generated and the invoice number MUST be used when paying.
- The PREFERRED METHOD of payment is Direct Debit via Electronic Funds Transfer (EFT) through your banking institution or EFTPOS/Credit Card at the Studios. Cash payments should be kept to minimum. If paying by cash a LABELLED ENVELOPE WITH CORRECT MONEY (NO CHANGE IS GIVEN) needs to be handed to the office staff. Teachers will not accept any payments.
- NO refunds are given for missed classes – students may attend a make up class if possible and must be taken within the same term
- Students enrolling part way through a term are invoiced on a pro-rata basis
- CASUAL rates are not encouraged and are ONLY available on request to the Director or Business Manager and will incur a levy.
- Fees not paid by the DUE DATE will incur a \$30 ADMINISTRATION FEE.
- Un-financial students will not be permitted to attend lessons, participate in the end of year productions or be entered for exams.
- Should financial difficulties occur please contact the Business Manager immediately to organise payment options.
- Staff and Volunteers are not able to discuss any matter in regards to fees and fee payments; all correspondence must be referred to the Business Manager.
- It is the right of UFPA to alter the fee structure if deemed necessary.
- UFPA reserves the right to obtain the services of a debt collection agency if necessary and any additional costs incurred will be the responsibility of the person responsible for the account.
- Discounted Fees not paid by the DUE DATE will revert back to normal price per class EG: Unlimited Fee will change back to normal class price per lesson.

DUTY OF CARE

- No responsibility will be taken for students before or after class start and finish time. Children need to be supervised out of class times by a care-provider.
- The studio uniform must be worn in all classes. Hair should be worn up at the discretion of the teacher.
- Students need to wear appropriate clothing when arriving and leaving the studio.
- Chewing gum, smoking, alcohol and recreational drugs are not permitted within the studio.
- The information provided regarding my child's health is, to the best of my knowledge, correct.
- In the event of a medical emergency and where a parent/caregiver cannot be contacted, you authorise UFPA to seek medical advice and / or ambulance for the student at your expense.
- You are aware that some physical contact by a member of staff or volunteer of the studio may be necessary to demonstrate exercises or techniques during instruction or in the administering of first aid.

PRIVACY

- Personal details collected by UFPA are private and confidential.
- Students will be photographed and recorded throughout the year in class situations and in the end of year performances. These may be used in advertising materials, websites etc. unless you have ticked the "NO" box on enrolment form or advised Business Manager in writing.
- **ADMINISTRATION ENQUIRES ARE TO BE EMAILED TO BUSINESS MANAGER ufdsaccounts@internode.on.net**