

Newcastle Ballet Theatre - Enrolment Form 2020

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

Address:P.Code.....

Phone: (Hm)(Wk)(Mob).....

Email address:

Parent(s)/Guardian:

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

If you are a **NEW** student to NBT - Have you had previous dance training,? (circle) Yes No

If yes, please advise Grade/ classes taken

NOTE: If not attached - please ask for , or download from our webpage, the CURRENT TERMS TIMETABLE

Highlight the class/es you wish to enrol in, and return with this enrolment form.

(Note: Term One timetables will be available mid January each year and all other terms will be available by the end of the previous term)

Do you wish to have Private tuition? Yes No

Are you interested in competing 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 an NBT Faculty member to give paracetamol if needed: Yes / No

Who should we contact in case of an emergency? **(Other than the numbers listed above)**

Name:.....Relationship 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 circumstances 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 authorise 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 and 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 please pay your account 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) and general Terms and conditions listed on our website:

If you are unable to read them on the website please let us know and we will provide you with a paper copy.

For new students please advise how did you hear of us/find us?

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

Please return your enrolment form to: The Secretary

Newcastle Ballet Theatre,
P O Box 60 Cardiff NSW 2285

Studio 1/89 Mitchell Road Cardiff NSW 2285
Mobile: Mr.Rider 0401 214 042 ** Ms Kristy 0434 417 454

**Together with an Enrolment/Administration fee of \$40.00 (one child), or \$45.00 (family)
And the signed Terms & Conditions of payment of Fees**

OFFICE USE ONLY:	Administration Fee Paid	Child	Family	\$
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ATTACHMENT TO ENROLMENT FORM

Student Name:.....

Do you wish to undertake ACB Syllabus exams **Yes** **No**

PLEASE NOTE: If you wish to participate in exams, you must attend the number of classes per week listed below:

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

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**

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 ANNUAL CONCERTS.

In addition, to participate students must be available for the following concert dates and must also be available for ALL rehearsal classes in Term 4 leading up to the concert, as regular attendance is mandatory!

Due to increased costs in the hire of the theatre for our annual concert - a Theatre Rehearsal fee will also be charged as Newcastle Ballet Theatre cannot continue to absorb these costs.

PLEASE NOTE: To participate, students must be available for the concert dates:

Mid Year Performance - Theatre Rehearsal - Friday 26th June 2020. Performance Saturday 27th June 2020

End of year Performance:

Studio Rehearsal - Saturday 5th December 2020

Rehearsal in the Theatre (St Philips Christian College) - Thursday 10th December 2020

Performance in Theatre (St Philips Christian College) - Friday 11th December 2020

Regular attendance to **ALL** rehearsals, in Term Two and Term four, are also mandatory!

ATTACHMENT TWO TO ENROLMENT FORM PHOTO/VIDEO PERMISSION SLIP

(Please complete a permission slip for each child)

Student Name:.....

PHOTOS:

Students may be photographed or filmed by the media, or our resident photographer, and these photos may be used for promotion of the school and productions in the local papers, Dance Magazines, Webpage and Face Book page. If you do not wish your child's photos to be used by Newcastle Ballet theatre please advise on this photo permission form. Please note that photos taken of groups and individual dancers may also be displayed at the studio.

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 another child's parent or guardian.

☐

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.

☐

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. Students would have a photograph taken separately when photographed in the class groups.

☐

I agree to the use of any photo and/or video but not the use of students name.

Signature of Parent/guardian

Dated

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 adhere to our Strict Terms & Conditions. Failure to do so will incur penalty fees. Penalty fees will be enforced in 2020.

REFUND POLICIES & CANCELLATIONS

Once enrolled, fees are payable for the **FULL TERM** and **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.

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. 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, is to be handed into the office.

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.

An Enrolment Administration fee of \$40 for one child and \$45 per family is payable yearly on enrolment. In addition, there will be a yearly Licence/copyright fee of \$10.00 per family.

Once enrolled, enrolments are considered valid until the end of the school year and **MUST BE CANCELLED IN WRITING BEFORE THE START OF THE NEXT TERM**, if a student does not wish to continue.

TERM FEES MUST BE PAID FOR IN ADVANCE - Please note all Administration fees will be enforced in 2020.

Fees are invoiced in the first week of each term and payment is due in full by the end of the **second week**.

If a student is attending three 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 5, who are not on a weekly payment plan, will automatically be charged an overdue fee of \$10.00.

TIMETABLES

At the end of each term, students will be given a Timetable for the following term. These are to be highlighted and handed back into the office before the start of the next term. Timetables are to be returned **even if a student is not changing classes**. It is imperative that we have each student's correct classes highlighted at the beginning of each term for the correct invoicing.

FAILURE TO RETURN THE TIMETABLE WILL ATTRACT AN ADMIN FEE OF \$5.00.

TERMS & CONDITIONS TO BE ELIGIBLE FOR WEEKLY PAYMENTS

Students must be attending **THREE OR MORE** classes per week, or have made arrangements with the Principals or 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.

IF YOU WISH TO PAY WEEKLY, PLEASE CONTACT US FOR YOUR WEEKLY PAYMENT AMOUNT Classes are still to be paid for if missed.

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.

PLEASE NOTE: **Missed classes cannot be carried forward to the next term.**

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 or Principals 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. If fees continue to remain outstanding after two terms, accounts will be placed into the hands of our debt collection agency for full recovery of the fees including the agency costs, unless satisfactory arrangements for payment in full have been made.

ANNUAL CONCERTS

Our annual concerts will be held Mid Year and at the end of each year.

These will incur additional weekly rehearsal classes that will be charged at \$14.00 per 1 hour class, as well as costume hire fees which will be invoiced during Term Two for our Mid Year concert, and at the beginning of Term 4 for our end of year concert.

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 costs involved with the photo shoots, held before the Mid Year and End of Year productions, a \$5 photo shoot fee will be charged along with the costumer hire, at the start of terms two and four.

PRIVATE LESSONS

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

PLEASE NOTE: ALL PRIVATE LESSON PAYMENTS ARE TO BE PLACED IN AN ENVELOPE WITH STUDENTS NAME & AMOUNT WRITTEN ON IT AND HANDED IN AT THE FRONT DESK, OR PLACED IN THE LOCKED FEES BOX. 24hrs notice must be given to cancel arranged private lessons. Private lesson fees are currently \$40 per half hour and \$75 per hour.

COSTUME HIRE See our separate contract for hire of costumes.

Eisteddfod costume Hire Fees: \$25 hire for soloist costumes - \$60.00 hire for tutu.

Groups costume hire - There will be a one off \$40, or \$60 for a Tutu, hire fee per group costume regardless of how many eisteddfods the group performs in during the year, with a \$10 cleaning fee to be paid on return. Some groups may be required to purchase their costumes outright.

Group entry fees will also be payable, which will be divided evenly amongst the dancers.

PAYMENT OF FEES

An invoice will be issued in the first week of the term. Each student has their own mail box; please check your mailbox weekly for any invoices, newsletters etc. Invoices can also be emailed if you wish.

Fees paid - either by the term or weekly - can be paid by cheque, cash or direct deposit - bank details will be listed on the invoice.

If paying by cash or cheque, payment is to be placed in an envelope (small envelopes are on provided near the locked box) with students name, classes, and amount being paid written on it, and 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.

Any payment made, for anything other than fees, when NO invoice has been issued, please put Students name for the reference and whatever you are paying for (e.g. Smith-Exam Fee)

We also have EFTPOS available at the studio. A 2% surcharge is payable.

ACTIVE KIDS AND CREATIVE KIDS VOUCHERS

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

Students are able to 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. The second Active Kids voucher must be used in another term.

Vouchers can be emailed to nbt1@live.com.au - if doing this please include students date of birth in the email - or the voucher can be placed in the blue box sitting on the counter at the studio office. Once redeemed the amount will be credited to your account.

***** NBT PRINCIPALS MUST BE INFORMED IF ANY STUDENT WISHES TO PARTICIPATE IN ANY DANCE TRAINING, WITH ANY OTHER INSTITUTION, AT ANY TIME, OTHER THAN NEWCASTLE BALLET THEATRE - PRIOR TO COMMENCEMENT. *****

By signing this form you confirm that you have read and understand the above Terms and conditions for payment of fees.

Signed by Parent/GuardianDated.....