

Newcastle Ballet Theatre - Enrolment form 2023

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

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

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

Parents/Guardians Name.....Relationship to student.....

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 ☐

Please 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.
- 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 understand NBT's Terms & Conditions.

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

Please return your enrolment form 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 \$55 per child or \$75 per family is payable on registration . Enrolment will not be accepted until paid.

Payment can be paid by Direct Deposit, Cash or Eftpos (Note a 2% surcharge applies to all Eftpos payments)

ANZ Bank Details - BSB 012 765 ACC NO 203 624 825

Please use students name as the reference.

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

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 \$55 for one child and \$75 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.

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 sign-up sheet 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.

If a student wishes to un-enrol from the school after commencing the term, fees will not be refunded and full tuition will still be owed to Newcastle Ballet Theatre, for the full term. Unless in extreme circumstances, approved by the Principals, fees will be refunded after 2 weeks notice. Please note that a student's change of mind or change in circumstance are not valid reasons for a refund.

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 will be emailed to all families.

TERM FEES MUST BE PAID FOR IN ADVANCE: - Please note all Administration fees will be enforced in 2023.

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 6, 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 \$25 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: SIGN-UP SHEETS.

At the end of each term, students will be emailed a Sign-up sheet for the following term. These are to be filled in with the 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 sign-in sheet, you can email the classes. Sign-in sheets 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 sign-up sheet at the beginning of each term in order to produce correct invoicing and do up the roll book.

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

FAILURE TO RETURN THE OR CONFIRM CLASSES BY EMAIL, BY THE DUE DATE, 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 student's 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 \$50, - \$60 for a tutu - per group costume, regardless of how many eisteddfods the group performs in during the year, **with a \$5 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 concert will be held near the end of Terms 4.

This will incur additional weekly rehearsal classes, charged at our current hourly rate per class, as well as costume hire fees, which will be invoiced in 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. A SEPARATE CONCERT AGREEMENT FORM WILL BE SENT OUT IN TERM 3**

It is mandatory that students **ATTEND ALL REHEARSALS** leading up to the concert.

PHOTO SHOOTS:

To offset some of the photographers' costs, involved with any in-studio & theatre concert photos, a yearly \$20 photographer fee will be payable.

COVID LOCKDOWN

Please see our separate Covid Safe plan.

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 ALL CLASSES - including proper footwear, girls hair needing to be in a ballet bun for all ballet classes and tied back for all other classes, creating unity amongst the studio and discipline for each student.**

Boys' hair must be clean and combed, with any long hair tied back. No Jewellery to be worn - small stud earrings are permitted.

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 available from the office.

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.