

## ENROLMENT FORM

### PARENT/GUARDIAN INFORMATION

#### PARENT/GUARDIAN 1

NAME: \_\_\_\_\_ RELATIONSHIP TO STUDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (M) \_\_\_\_\_ (W) \_\_\_\_\_  
(Circle Preferred)

EMAIL: \_\_\_\_\_

MEDICARE NO: \_\_\_\_\_

#### PARENT/GUARDIAN 2

NAME: \_\_\_\_\_ RELATIONSHIP TO STUDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (M) \_\_\_\_\_ (W) \_\_\_\_\_  
(Circle Preferred)

EMAIL: \_\_\_\_\_

MEDICARE NO: \_\_\_\_\_

How did you hear about us?

Circle the method(s) of communication you would like to be updated through.

PHONE                      MAIL                      EMAIL                      SOCIAL MEDIA                      STUDIO

### STUDENT INFORMATION

NAME: \_\_\_\_\_ EISTEDDFODS

DOB: \_\_\_\_\_ AGE (as of 1st of January): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (M optional) \_\_\_\_\_

EMAIL (optional): \_\_\_\_\_

I \_\_\_\_\_ give permission for direct contact by staff to be made to my child regarding lessons and eisteddfods etc through the information provided above?

CLASSES ENROLLED IN: \_\_\_\_\_

DAY AND TIME OF CLASSES: \_\_\_\_\_

## MEIDCAL INFORMATION

**Please list any allergies or medical conditions you wish us to be aware of.**

(Feel free to attach more detailed information on a separate piece of paper.)

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**Please list any physical or learning disabilities you wish us to be aware of.**

(Feel free to attach more detailed information on a separate piece of paper.)

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**Please list any other information you wish us to be aware of.**

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## Photography and Videography

I \_\_\_\_\_ give permission for my child \_\_\_\_\_ to be photographed or videoed at events held by the studio and that they may be used in promotional material including; Website, Social Media, Newspapers, Flyers etc. Names may be included.

## **TERMS AND CONDITIONS**

### Student or Staff Absence:

#### *Private Lessons*

In the case of a student absence, it is advised that you give at least 2 hours notice before your lesson time. The same will be done in the event of a staff absence. No make up lesson or refund will be given without at least 2 hours notice. Every effort will be made by the studio to make up any private lesson where a staff member is absent. Credit of fees will only be given in the event of staff and student not being able to arrange a mutual time for a make up lesson resulting from a staff absence. Make up lessons may be allocated for student absences under the following circumstances; prior school commitments, family commitments or other performance commitments. A make-up lesson will only be offered if notice is given at least two hours in advance. A refund may be given if a make-up date and time cannot be arranged between teacher and student due to the above circumstances. It is the right of the owner to refuse any make-up lesson from student absences where no notice was given.

#### *Group Lessons*

Refunds will not be made if your child is absent from a group lesson. In the event of a staff absence, parents will be notified with at least two hours notice. Every effort will be made by the studio to make up any group lesson where a staff member is absent. You may be entitled to a refund if you are unable to attend the makeup lesson date organised by staff.

Refunds will be given to customers who have an issue or a complaint regarding the business or a service. The issue or complaint must be submitted to the business owner in writing or in person within one week of the incident occurring. The issue or complaint must be troubling the customer enough that they no longer wish to return to the business. The refund will only be issued for the actual date of service in which the incident occurred and not for any previous services. If refund is approved it is the right of the owner to discontinue subsequent lessons.

Fees and Refund Policy: Term fees will be emailed as invoices on the Monday of week two of each term. To receive the 10% discount you must pay the discounted total by the following Friday in week two. If you are paying beyond this date your term fees must be paid in full within fourteen days of the issue date. An exception to this are those that have made alternative payment arrangements with staff. If you are paying by net-banking direct deposit you must text or email a proof of payment receipt to staff. Additional fees may be charged throughout the year in relation to your child's performance opportunities. These charges may include: uniform, costume hire, sheet music, eisteddfod entries, and provision of backing music.

Late Fees: Fees paid after due date will incur a \$10 per week late fee. If accounts are in arrears at the end of each term, classes for the following term may only resume once payment for the previous term has been received.

Accident/Injury: In the unlikely event of an accident, mishap or illness during my child's participation at Dynamics Performing Arts Studio I hereby give permission to seek medical intervention. I understand that these services will be sought at my expense and as deemed necessary and/or appropriate by staff.

I understand at times my child \_\_\_\_\_ will have some physical contact with teachers for correction of technique.

General: Parents must be fully satisfied that their child is in safe hands before leaving the premises and no child should be encouraged to leave the studio without supervision. Students should be picked up on time at the end of their classes. When students leave the premises they are out of the studios care.

I have read and understand the policies listed above.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_