

# QUEENSLAND DANCE AND PERFORMING ARTS

## TERMS AND CONDITIONS

### 1. FEES

**Fees are due at the end of the 1st week of every term**, please note the due date on your invoice. For larger invoices fees may be paid in two instalments, the first payment must be received by the due date, the second a month later. If you are unable to pay fees within the above period, please get in touch with us to arrange a payment plan. If fees are unpaid more than 30 days from the invoice's due date, Queensland Dance and Performing Arts (QDPA) reserves the right to exclude the student from participating and take debt recovery proceedings.

#### **Fees for Diploma POA**

**Diploma will be invoiced first week of EVERY TERM.**

### 2. ENROLMENT

**A non-refundable enrolment fee** is required each year at the time of enrolment to secure your booking. When you successfully enrol for one term your child/children are automatically guaranteed a place in the following term in the same year. If you wish to withdraw from a class, **NOTICE MUST BE GIVEN IN WRITING TWO WEEKS PRIOR TO THE COMMENCEMENT OF THE NEXT TERM.** If an invoice is issued a place in the class is being held for that student and it is expected that the issued invoice will be paid.

**All students are required to re-enrol for the commencement of a new year.**

### 3. CANCELLING ENROLMENT

**In the case of cancelling mid-term, all fees are non-refundable** except under special circumstances.

### 4. COMMUNICATION

It is the parent's responsibility to read relevant newsletters, information and updates issued via email to the email address provided at the time of enrolment and to notify us or any changes to contact details.

### 5. WATCHING CLASS

We welcome parents and carers into the studio to watch at the end of each term on the chairs provided at the back of the studio. **Please limit this to a maximum of two people per dancer.**

Please ensure that you are quiet while the class is in progress – any noise is a distraction to both little dancer and teacher. Recording from mobile/multimedia devices or any photography is strictly prohibited.

For all school-aged classes, Parents are only permitted to watch their child's first lesson on joining Queensland Dance and Performing Arts and the special invited 'parents watching day' during Term 1 and 2.

## **6. CHILD COLLECTION**

It is the parents/carers responsibility to collect their child immediately after their class has finished.

## **7. PHYSICAL CONTACT**

Parents are advised that some physical contact may be necessary by a teacher to demonstrate exercises or techniques, or if a staff member needs to administer first aid.

## **8. WORKING WITH CHILDREN**

The principal and all teachers of Queensland Dance and Performing Arts have a Blue Card as required by Commission for Children and Young People and Child Guardian.

## **9. PHOTOGRAPHY**

Students may be photographed or filmed by the media for promotion of the school and productions. Permission will be sought from Parents/Carers prior to any publication. Please note if you are watching class recording from mobile/multimedia devices or any photography is strictly prohibited.

## **10. UNIFORM**

There is a set uniform for students enrolled at Queensland Dance and Performing Arts. All students must adhere to the QDPA uniform regulations, be suitably groomed and be ready for class 5 minutes before the scheduled class time.

## **11. MISSED CLASSES**

**There is no refund of fees for missed classes.** A maximum of 2 missed classes can be 'made-up' per term in other classes of the same (or similar) dance level (pending availability). Please make sure you advise if your child will be away to be eligible for a make-up lesson. Every effort will be made to make up lessons missed due to a teacher's absence.

## **12. FIRST AID**

A stocked first aid kit is always accessible to all classes. In the event of a medical emergency, if parents are unreachable, it is understood that the teacher reserves the right to call for an ambulance service.

**There are 2 first aid officers in the studio.**

**Please refer to the notice board in the waiting room for valid certification and officers.**

## **13.SHOWCASE/DEMONSTRATION and COMPETITIONIONS**

Participation in our end-of-year showcase/demonstration or competitions is optional. School-age children wishing to participate in the end-of-year showcase are required to be enrolled for Term 3 when all the concert preparation and learning of choreography begins.