



## ENROLMENT TERMS AND CONDITIONS

Prior to enrolling at The Performance Studio, you are required to read and accept the following Terms and Conditions.

### PAYMENT

- To secure your place in a course / workshop, full payment is required upon enrolment.
- Fees are payable prior to participation in your first class. Week to week payment is NOT allowable, and exceptions to this policy are not permitted.

#### Payment Options:

Our payment options are Cash, Cheque, Money Order or Direct Deposit.

##### 1) Cash

Minimal cash is kept on the premises, so unfortunately we are unable to provide change. All cash payments are to be made in person to a TPS Tutor – please do not send cash through the post.

##### 2) Cheques and Money Orders

Cheques and Money Orders are to be made payable to “The Performance Studio” - please write your name and invoice number on the reverse side.

##### 3) Direct Deposit

Bank: Commonwealth Bank Of Australia

Acct Name: Inspection Times Pty Ltd trading as The Performance Studio

BSB: 062 245

Account Number: 1018 0921

Description Field: <Surname & Term> e.g. *Smith Term 1 Fees*

*Note: If you are paying with option 1 or 2, please enclose payment in a sealed envelope clearly marked with your name and the invoice number. Receipts will be issued upon payment of fees.*

#### Late Fees:

Our TPS Payment Policy requires full payment before the Term commences.

- Accounts still open at the beginning of Week 3 shall automatically have a \$20 Late Fee applied.
- Accounts still open at the beginning of Week 5 shall automatically have an additional \$20 Late Fee applied, plus the student will be prohibited from participating in class until the account is settled in full.
- Any student with a Late Fee applied to their account, will not have their class place reserved for them in the following Term unless the following Term's account is paid in full prior to the Term commencing.

#### Refund Policy:

- Fees will be fully refunded if your chosen course is full, or if you choose to withdraw from a course before the starting date (Note – for fees to be refunded a minimum of 72 hours notice before the start of the course is required). There is strictly NO REFUND once term has commenced.
- There is also no refund for missed classes e.g. for sickness or any other unplanned absence.

### COPYRIGHT

- The Performance Studio holds licences from various Australian Copyright Agencies that allow us to use music, video, photos and scripts for educational purposes in classes and performances. Anything given out in class or rehearsals therefore must not be reproduced in any form – including vocal arrangements, backing tracks, choreography, scripts, handouts, costumes and set designs.
- Photo and video footage is shot at various times throughout the year of class work, internal performances and external performances. Upon enrolment, all students and parents accept that their image and sound may be used both internally and for marketing use.

## DROP OFF & PICK UP

- Our driveway is a walkway for young children to get to and from our front door. As a matter of safety, parents are to NOT ENTER THE DRIVEWAY AT ANY TIME IN THEIR CARS. This means the driveway rules are No Parking, No Dropping Off and No Turning Around. The driveway is strictly off limits to all vehicles, apart from staff vehicles on the left hand side. As this is a serious matter that could easily result in an injury to a young child, we thank you, in advance, for your understanding and support.
- The Performance Studio accepts responsibility for students whilst in their class, but does not provide supervision of students outside of class times. Children wait unsupervised in the Green Room, and it is solely the responsibility of all parents to ensure that children are dropped off and collected safely.

## BEHAVIOUR

- At The Performance Studio, we pride ourselves on treating all students as equals and aim to minimise the distinction between student and tutor. We request tutors are called by their first name and like to avoid the use of such terms as "Miss" or "Sir".
- We encourage students to respect and support fellow classmates. Any form of nastiness, bullying or violence will not be tolerated under any circumstances. Every student has a right to learn in a safe, supportive and encouraging environment, and we expect all students at TPS to treat others as they would like to be treated themselves.
- Students that are late to class are asked to get ready outside the classroom, enter quietly to join the group with minimal distraction, and then apologise to the tutor at the nearest possible break in the class.
- We ask that all students and visitors to The Performance Studio respect our premises, and that all younger students are educated by their parents to care for the studio. Persons caught defacing or damaging TPS property will be asked to leave, and their position at the studio will be immediately terminated with no refund of fees. They will also be liable to pay in full for the property to be replaced or repaired.
- When performing in events, competitions or anywhere under The Performance Studio brand, a professional image is required to be upheld at all times.

## UNIFORMS, COSTUMES AND PERFORMANCE LEVIES

### **Uniforms:**

Correct uniforms and footwear are mandatory for all classes at The Performance Studio. There are no exceptions to this policy.

### **Costumes:**

Costumes will be required for almost all performances. These will either be hired to the student for a nominal fee, or sold to the student for the full cost of the costume.

- If hired from The Performance Studio, the costume remains the property of TPS at all times and must be returned in the same condition it was hired out in. Any hired costumes that are damaged or not returned must be paid for in full.
- If purchased outright from The Performance Studio, costumes must be paid for in full before collecting. There are no exceptions to this policy.

### **Performance Levies:**

Any performance that our student body are invited to perform in will have costs associated to it.

- These amounts are always clearly spelt out at the time of invitation and will not be altered from the initial quote. There will not be any hidden fees or costs.
- Performance Levies are charged to help cover costs associated with production values of performances (e.g. additional rehearsals, copyright, theatre hire, theatre staff, sets, props, costumes, music, rehearsal backings, lyric sheets, vocal arrangements, multimedia, etc.).

## COMMUNICATIONS

- The Performance Studio's primary way of communicating with our students and families is via email. All accounts, newsletters, notes and performance information are relayed via this medium, so it is therefore vital that we are constantly updated with your current working email address.
- From the inception of The Performance Studio, we have tried to adopt an open door policy, where we encourage people to come and see us if they have any questions or problems. If something is important to you, no matter how small, we encourage you to call us or email us to organise a time where we can sit down together and discuss any issues you may have.