



# Lamont Dance Studio



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## 2012 ENROLMENT FORM

### STUDENTS DETAILS

Student's First Name: ..... Surname:.....  
 Date of Birth: ...../...../..... Male / Female (circle)  
 Postal Address: .....P/Code.....  
 Phone (AH): ..... Phone (BH): .....  
 Mobile Telephone No's: (Mum)..... (Dad).....  
 Mother's Name: ..... Father's Name: .....  
 What kinder/school do you attend? ..... School Grade / Year in 2012 .....

Email Address: .....

### STUDENTS ACCOUNT

Name of person responsible for paying accounts: .....  
 Address of person responsible for paying accounts: .....

**Emergency Contact Person:** .....  
 Relationship to Student: .....  
 Contact Telephone Number: .....  
 Would you like to advise us of any illness or allergies, please list below:  
 .....

In light of new government health policies, we are legally unable to administer first aid without parental consent. In the event of an accident, would you like your child to receive first aid? YES / NO Please sign below  
 (Parents name) ..... (Parent signature) .....

### **ACCEPTANCE OF TERMS AND CONDITIONS**

I have read the Payment & Enrolment Terms and Conditions as set out overleaf and agree to abide by them for the complete time enrolled at Lamont Dance Studio. I give permission for my child to be photographed and videoed for LDS promotional purposes. i.e. Concert DVD

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CLASSES TO ENROL IN FOR 2012** **DATE TO START:** .....

No	Class name - i.e. year 4 jazz	Day	Style i.e. ballet	Amount
1				
2				
3				
4				
5				
6				

**Less 10% family discount -2<sup>nd</sup> child only (office use only)**

**Please see Page 2 (turn over) for payment method**

**Total Amount Due**

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## **TERMS & CONDITIONS FOR PAYMENT & ENROLMENT AT LAMONT DANCE STUDIO**

When we enroll new students or re-enrol existing students we trust that parents will honour their commitment to Lamont Dance Studio and pay all costs incurred. This is a small business and we rely on continued cash flow, therefore we ask that all parents abide by the terms and conditions as set out below.

1. Fees are invoiced before the commencement of each term and **MUST be paid two weeks into each term**. It is only in Term 1 that we allow an extra week due to the enrolment procedure.
2. If your fees continue to remain outstanding after the due date, a **weekly interest charge of \$5.50** will be automatically added to your account until it is settled.
3. If your child's fees remain outstanding at the beginning of week seven, they will be asked to sit out of class until full payment is received.
4. If your child's fees continue to remain outstanding your account will be forwarded to our debt collection agency for further action. Agency collection costs will also be added onto your account.
5. If you don't like the class you have chosen, you have the option to transfer to another class provided there is a vacancy and you have advised staff. If you decide not to take up that option and stop dancing all together, all classes attended will be invoiced at our full fee-pricing schedule. Make up classes are also permissible within the same Term, providing arrangements are made with the staff prior to attending and there is a vacancy in the chosen class.
6. All outstanding fees – for both costumes and classes – must be paid prior to the productions or students will not be permitted to perform.

### **PRODUCTIONS AND COSTUME CONDITIONS**

Our yearly Productions are a huge event for all involved at Lamont Dance Studio. We go to a lot of trouble, organizing costumes, props, notices, music, lighting, staging, photos, rehearsals etc.

It is expected that when you enrol you will participate and attend all required classes, rehearsals and the Production, as well as pay all fees & costume costs. **We will include full costume costs in Term 3 or 4 fees**. Costumes will not be issued until all fees and costume costs have been paid.

If you decide not to continue with classes or the production, you must notify the office in writing at the commencement of Term 3, otherwise any outstanding Term fees and costume costs will have to be paid. If you have paid costume costs they will not be refunded if you decide not to participate in the production. In Term 4 classes will be structured around students who are participating in the concert. This means some classes may be interrupted with costume fittings and rehearsals.

### **CONDITIONS AND IMPORTANT POINTS**

1. Junior school productions are held in November. Senior School Productions are held in December.
2. Rehearsals for all students appearing in the Junior School Production are held on the weekend prior to the production and students are required to attend. Senior Production rehearsals are held during the last two weeks prior to the weekend.
3. Numbered seating for Junior productions is by allocation and on a first in best seat basis.
4. Senior Productions will be held at Glen Street Theatre.
5. Senior Production is professionally filmed / Photographed – No video cameras or Photography will be permitted in the venue.
6. Both Productions are professionally photographed and it is highly probable that your child will be included in the photos.

### **OTHER CONDITIONS**

- Students will not be able to do their level exams for ballet or tap until payment is received.
- Students enrolled in examinations must attend holiday workshops prior to their exam.
- Term 4 for younger students appearing in the Junior Production, will continue with classes until December.
- Term 4 for the older students appearing in the Senior Production, will conclude after the December Production.
- Classes are closed to onlookers. Open classes will be held during the final week of Terms 1 & 2. Term 2 has open day and Term 4 has our Junior and Senior Productions. Parents are to collect students from the studio (not the CAR PARK) at the conclusion of each class.
- Our studio public toilets are located next to the studio; parents are requested to supervise their children at all times. Collect the toilet key on the brown wall inside the studio
- Please show respect to other tenants of the building and members of the public and keep noise to a minimum at all times.
- Parents and students are reminded they must be punctual to class to ensure students do not miss out on the warm up, which is necessary to avoid injury whilst dancing.
- Payments can be made by Internet banking, cheque, cash, Visa or MasterCard.
- There are no Rebates for missed classes. Provided there is a vacancy students can do a make-up class within the same term.

### **PAYMENT METHOD**

Term Amount To Pay (\$) ..... Payment Method: Cheque / Cash/\***Visa** /\***MasterCard**

**\*NB A 2% Service Charge will apply to all Credit Card Transactions**

*We are happy to keep your credit card details in secure file for automatic fee payment at the beginning of each term. YES / NO – circle one*

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_ / \_\_

Signature: \_\_\_\_\_