

# ELITE DANCE PROJECT – TERMS AND CONDITIONS

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## 1. Application

It is your responsibility to become familiar with these Policies and Procedures and to adhere to them. Elite Dance Project's Terms and Conditions are incorporated into these Policies and Procedures. These Policies and Procedures may be updated from time to time and without notice.

## 2. Communication

- 2.1 An enrolment form must be completed at the commencement of Elite Dance Projects' services and at the start of each year. Elite Dance Project must be kept informed of any change of details.
- 2.2 It is your responsibility to ensure you read all Elite Dance Projects' newsletters, notes, publications and the notice board, to be kept up to date.

## 3. Term Fees

- 3.1 Fees are payable by the due date. If fees are not paid by the due date, Elite Dance Project may charge penalties and reserves the right to refuse your participation in any classes or performances.
- 3.2 Term Fees will be charged according to Elite Dance Projects' rates.
- 3.3 All payments must be made by:
  - a) Cash (correct money in an envelope with child's name and invoice number); or
  - b) **Direct deposit to:**  
**Elite Dance Projects Pty Ltd ANZ Bank**  
**BSB 012 268**  
**Account no. 4668 68 522**  
**Reference: (Parents surname & invoice number).**
- 3.4 Elite Dance Project may agree to a payment plan, on terms given at its discretion.
- 3.5 No refunds will be given for any payments, including Term Fees, costume, exam or competition fees or deposits, for any reason.
- 3.6 It is your responsibility to notify Elite Dance Project in writing if you wish to add, cancel or alter classes from term to term. Otherwise, Elite Dance Project will continue to invoice you according to the class(es) the Student has attended in the prior Term.

## 4. Attendance and Classes

- 4.1 Students are required to attend all classes for which they are enrolled, unless unwell.

- 4.2 There are generally no classes during school holidays. We may from time to time offer special classes or workshops.
- 4.3 You will not be entitled to any refund of fees due to classes missed for any reason. Elite Dance Project may allow make up classes.
- 4.4 Only enrolled students of the class are permitted into the studio.
- 4.5 You should arrive at least 5 minutes prior to your class.
- 4.6 Parents/guardians are not permitted into the studio.
- 4.7 Elite Dance Project studio is a pram-free and shopping trolley-free zone.
- 4.8 Students waiting to be collected must wait inside the Elite Dance Project premise. You are to collect your child on time and remind your child to wait inside. If you are going to be late, please advise Elite Dance Project, so we can make sure your child is aware and does not leave the premise.
- 4.9 Students are not directly supervised outside of class times and accordingly, Elite Dance Project takes no responsibility at these times. This includes students who arrive early or are collected late and in between classes.

## 5. Safety, injury prevention and behaviour

- 5.1 You must inform your teacher prior to commencement of the class of any injury. If any injury is sustained during a class, you must immediately notify your teacher.
- 5.2 It is the student's responsibility to ensure that you follow dance practice instruction by your teacher to avoid injury.
- 5.3 Students must follow safe dance practice instruction given by their teacher at all times. You are responsible to clearly notify the relevant teacher prior to commencement of a class, if the Student has an injury or other medical condition. Some conditions may require medical clearance before recommencing classes.
- 5.4 Students must bring their own bottled water to classes and keep hydrated during classes. No other drinks or food is permitted in classes.
- 5.5 Smoking, drugs and alcohol are not permitted on or surrounding Elite Dance Projects' premises.

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5.6 Due to government regulations, Elite Dance Project will not administer any medication to the Student. You agree that Elite Dance Projects' Personnel may administer basic first aid in the event of a minor injury (such as band aid, icepack). In the event of an emergency, you agree that an ambulance may be called at your cost.

5.7 Bullying will not be tolerated at Elite Dance Project. We pride ourselves on being a friendly and safe environment for all, and any instances of bullying will be treated seriously. If bullying persists, a meeting with all students and parents involved will be held and a plan put in place with consequences, which may include expulsion from Elite Dance Project.

5.8 Parents/guardians, students and Personnel must treat each other with respect. Yelling or belittling Personnel will not be tolerated.

5.9 Parents/guardians and students must trust teachers' and coaches' decisions. Their goal is to help your child to be the best they can be and to do the right thing by their team/class.

5.10 No liability will be taken for loss or damage to property, or any physical injury whilst at Elite Dance Project.

## 6. Uniform and Costumes

6.1 All students must wear full Elite Dance Project or READY SET DANCE/READY SET BALLET uniform.

6.2 Students must wear appropriate footwear and clothing to classes.

6.3 Students' hair should be secured off the face at classes. Hair must be in a Ballet bun for all Ballet classes.

6.4 You are responsible to purchase the appropriate footwear according to the Class(es) the Student attends.

6.5 You agree to purchase specific items as required by Elite Dance Project from time to time, including but not limited to: tights, shoes, bike shorts, underwear, backless or strapless bra, makeup and hair products.

6.6 Parents/guardians are not required to make costumes, but may be asked to sew sequins, elastic, ballet shoe ribbons or to make minor adjustments.

6.7 A costume, for each class the Student attends, is required to be worn by the Student for

performances. Costumes will be issued only when Term Fees are received in full.

6.8 Costumes will only be issued when Term Fees and costume fees are paid in full.

6.9 Costumes must be returned at the conclusion of the performance for which the costume was required. Failure to return a costume on time will result in a \$20 fee, as Elite Dance Projects spends the days following performances washing and restoring all the costumes.

6.10 If any part of a costume is damaged or lost, you will be responsible for the cost of repair or replacement.

## 7. Performances

7.1 A concert booklet is emailed in Terms 4, containing all information regarding upcoming concert. If you do not receive your booklet, please contact us to check your email details.

7.2 Whilst it is not compulsory for students to participate in concert, it is preferred. If a student is not going to participate, please advise in writing via email to Elite Dance Projects as soon as possible, otherwise we will assume all students are performing.

7.3 Students involved in the concert are required to attend a dress rehearsal and photo day.

7.4 Concert tickets are purchased on a "first in" policy via TryBooking website. No tickets will be held or refunded for any reason.

7.5 Students must not wear nail polish or any jewellery (including earrings and nose or tongue rings) at performances.

## 8. Exams

8.1 All students are welcome to participate in ballet exam classes, though exams are not compulsory.

8.2 If a student wishes to participate in exams, the student must first reach a specific standard for each level. If the student does not look like they will meet the passable standard, we will recommend an action plan and possibly have to postpone their exam until the following year.

8.3 All students who wish to participate in a ballet exam must do a minimum of two ballet classes per week and must attend additional holiday classes.

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- 8.4 Exam students will be required to purchase additional uniforms and accessories which includes new ballet shoes.
- 8.5 Fees for exams will be advised at the time and must be paid prior to the exam.

## 9. Competitions

- 9.1 If participating in competitions, there will be additional fees including costume, competition entry fees and insurance, payable in advance of the competition.

## 10. Solos

- 10.1 Students are invited to do a Solo. All soloists must be part of the Project Kids Troupe Team.
- 10.2 Students who choose to participate in Solos must represent Elite Dance Projects at all Solo competitions.
- 10.3 Students must be taught their Solo by an Elite Dance Project teacher.

## 11. Elite Dance Projects' Website

- 11.1 The Website Content may be downloaded only for your personal and non-commercial use provided you do not remove any copyright and trade mark notices.
- 11.2 Whilst Elite Dance Projects endeavours to keep all information on its website up to date, it does not guarantee the accuracy of information given. Elite Dance Project expressly disclaims any and all warranties, express or implied, that:
- a) it is free of software viruses. It is your responsibility to protect your own data whether by virus scanning or other computer security systems;
  - b) errors and defects will be corrected;
  - c) the Website Content is complete, true, accurate or nonmisleading;
  - d) the accuracy, reliability, timeliness or otherwise of any information contained or referred to in the Website Content; and
  - e) information on the Website constitutes advice of any kind.
- 11.3 Elite Dance Projects has no liability for any costs, loss or damage of any kind arising as a consequence of your access to the Website.

## 12. Privacy Policy

- 12.1 Elite Dance Project may collect, process and use your personal information in accordance with its Privacy Policy.
- 12.2 It is your responsibility to read Elite Dance Projects' Privacy Policy prior to providing Personal Information to Elite Dance Project.
- 12.3 You acknowledge and agree that Elite Dance Project may use your personal information in accordance with Elite Dance Projects' Privacy Policy. If you do not wish this to occur, you can notify Elite Dance Project accordingly.