



office@annaleschoolofdance.co.nz
www.annaleschoolofdance.co.nz

PUPIL ENROLMENT FORM 2018

STUDENTS NAME: _____

STUDENTS DATE OF BIRTH: _____

STUDENT'S CELL PHONE NUMBER (IF APPLICABLE): _____

STUDENT'S EMAIL (IF APPLICABLE): _____

BILLING ADDRESS: _____

_____ Post Code _____

POSTAL ADDRESS (If different): _____

_____ Post Code _____

ANY MEDICAL OR OTHER CONDITIONS? _____

PREVIOUS DANCE SCHOOL (IF APPLICABLE) _____

REASONS FOR LEAVING: (This is optional but it may help us improve our service): _____

HOW DID YOU HEAR ABOUT OUR SCHOOL: _____

The contact information below is important in case of emergency or if classes are cancelled due to unforeseen reasons. If Contact 1 cannot be reached then Contact 2 will be contacted.

MAIN CONTACT NAME _____ (RELATIONSHIP TO STUDENT) _____

DAY TIME PHONE: _____ CELLPHONE: _____

EMAIL: _____

SECONDARY CONTACT NAME _____ (RELATIONSHIP TO STUDENT) _____

DAY TIME PHONE: _____ CELLPHONE: _____

EMAIL: _____

CLASS DETAILS (Office use):

TEACHER: _____ DAY & TIME: _____

DANCE TYPE: _____ CLASS #: _____

DATE OF FIRST LESSON: _____ LENGTH: _____ (e.g. hours)

Terms & Conditions – Anna Lee School of Dance

Before reading the Terms and Conditions below we wish to make a very important point. We do understand that it can be hard to pay fees by the due date and we wish to let you know that we are sympathetic and not unreasonable. Please do not hesitate to contact us if you cannot make the deadline, as we are happy to help you set up regular payments if you cannot pay the term fees all at once. In the past a very high number of fees have been paid late and a lot of administration time has been spent on chasing up payments. The most important point is that if you need more time to pay the fees then please **communicate** with us before we contact you. It makes all the difference. The policies below apply where fees become overdue and there has been no communication with us and no payment arrangement agreed to.

i) Fees

1. Fees are payable by the due date as set out on your invoice, which will be the last Friday or Saturday before the start of each term.
2. You are entitled to a discount of \$35.00 off the invoiced amount if you pay by the due date.
3. Our fees are calculated based on 32 weeks of lessons in a year. Our individual term fees are billed based on an approximate 8 weeks each term.
Our term fee structure therefore allows for sickness, public holidays and unforeseen circumstances, as most school terms are 9 or 10 weeks long. As we do not charge extra fees when terms are longer than 8 weeks we will not be reducing the fees when a term doesn't offer 8 weeks of classes unless the total of lessons for the year for a particular class is less than 32 lessons.
4. New students are welcome to treat their first lesson as a trial. If they do not continue after one lesson then there will be no charge. If they continue to attend lessons then the first lesson is treated as a paid lesson and is covered by the term fee.
5. A term fee that is not paid more than 21 days after the due date for payment may result in an Administration Charge of \$30.00 being charged at our discretion. A further Administration Charge of \$30.00 may also be charged, at our discretion, every time a Statement of Overdue Accounts is sent out for an overdue invoice.
6. Our term fees have discounts for those who pay promptly, and also for any students taking more than one class, thus we do not offer family discounts as well.
7. We strongly advise against making payments in cash. We accept no responsibility for any cash that may go astray, in spite of our best endeavors to ensure that this does not happen.
8. Interest may be charged at our discretion at 3% above current ANZ Indicator Lending Rate on overdue accounts until payment is received together with all collection and legal costs expended in enforcing payment of the overdue accounts.
9. If a term fee, or part thereof, remains unpaid as at the first day of a new term then we reserve the right to exclude the pupil concerned from all classes until all overdue fees are paid. The fee for the new term would also be required to be paid by the new term's due date in order for the pupil to recommence classes. In these circumstances, we may request that payment be made by credit card.

ii) Refund Policy

1. After the commencement of attendance at classes, no refund will be given to students except in rare and exceptional circumstances.
2. Due to our full timetable and limited availability of teachers and studios, it may be impossible to make up every lesson missed due to public holidays. However, our timetable does offer equivalent levels of classes held on different days, often at different venues, which you are welcome to attend.

iii) Withdrawing from Classes

Please read the following to make sure you do not incur any unnecessary charges. Please also understand that some classes have waiting lists and small classes may not be viable to continue if numbers get too low so we need to be in a position to make adjustments to classes and the timetable, if necessary, before a new term starts:

1. If a student wishes to cease attending their lessons after attending one or more classes then this must be advised in writing or by email, giving at least two weeks' notice. (This does not apply to new students who attend one class and then decide not to continue).
2. If you withdraw from classes by the end of the current term you will not be charged any of the following term's fees
3. If you advise us that you have withdrawn from classes but you advise us after the new term has started, then you may be charged 50% of that term's fees.
4. For existing students once your child has attended one class in the new term, and then withdraws from classes, you may still be liable to be charged the full term's fees.

iv) Health, Safety, Injury and Medical Conditions

1. The ALSD is not liable for personal injury sustained or any loss or damage to personal property, whilst on the premises.
2. Anna Lee School of Dance will aim to provide a safe learning environment to reduce the risk of injury. It should be recognised by all students, parents and guardians that dance by its very nature carries a risk of injury or accident.
3. Anna Lee School of Dance provides qualified and experienced teachers who actively promote safe dance practices.
4. Prior to the commencement of class, it is the student's and/or parent's/guardian's responsibility to inform their teacher of any injury which is being treated or may be of concern. If you have any doubt, please consult your physician.
5. A first aid kit is available to any student through their teacher or the office. We do not provide anyone with Panadol or equivalent, unless we have permission from the parent or guardian.
6. Students are under supervision whilst in class time only. While we endeavour to provide a safe environment, teachers and staff cannot be responsible for students outside their allocated class time.

Please visit our website at www.annaleeschoolofdance.co.nz for more policies and procedures.

By signing below, you are consenting to the above terms and conditions.

SIGNED: _____ **DATED:** _____ **Students Name:** _____

AUTHORITY TO PUBLISH

Please read carefully and sign at the bottom of the page if you agree/disagree to allow publication as set out below.

Anna Lee School of Dance will not use your photo for any purpose other than the general promotion and marketing of the dance school.

Your agreement to permit the use of your photo and/or quote is greatly appreciated.

To be able to sign this release form you must be over 18 years of age. If you are not over 18 years of age, we will need the written agreement of your parent or guardian before we can use this material.

I am 18 years old or over. I have read this release and I understand what it means.

Please tick **ONE** of the following:

- I do** give Anna Lee School of Dance authority to publish images of or quotes made by myself.
- I do not** give Anna Lee School of Dance authority to publish images of or quotes made by myself.

Student Name: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

I am under 18 years old. My parent/guardian has read and understood this release and signed below

Please tick **ONE** of the following:

- I do** give Anna Lee School of Dance authority to publish images of or quotes made by the student below.
- I do not** give Anna Lee School of Dance authority to publish images of or quotes made the student below.

Parent/Guardian Name: _____ Phone: _____

Signature: _____ Date: _____

The dance school would like to be able to use your photo in some of its printed and/or electronic promotional and marketing material which will be available for viewing by the public. If you sign this release it means that you agree to the following:

1. Anna Lee School of Dance is able to use your photo (s) and/or quote as many times and in as many ways as it wants to – for example, on the Anna Lee School of Dance website, Facebook, Instagram or in local newspapers.
2. Your photo may be reproduced in colour or black and white and may be altered for design purposes.
3. You will not be consulted about the specific context in which your photo appears.
4. Material held will be kept for an indefinite time. It will be stored and disposed of securely.

TEACHER: _____ **DAY & TIME:** _____

DANCE TYPE: _____ **CLASS #:** _____

DATE OF FIRST LESSON: _____ **LENGTH:** _____ **Hours**