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### **TERMS AND CONDITIONS AGREEMENT**

Please ensure that a parent/guardian has read and understood the Terms and Conditions and signed to this effect, on the MAKS Ballet Studios Enrolment Form. MAKS Ballet Studios reserves the right to change the Terms and Conditions at any time and Student families will be notified in writing.

### **CODE OF CONDUCT**

Please ensure parents/guardians and Students have read and understand the Code of Conduct outlining the expected requirements and standards for MAKS Ballet Studios students. These rules are established to enhance the dance experience of all students and breaches will be addressed as they arise. No refund of fees will be provided if a student has been refused enrolment or asked to leave the studios if the Code of Conduct has been invoked.

### **CLASS REGISTER**

A register for each class will be maintained by MAKS Ballet Studios to record student attendance for health, safety and security purposes

### **CONCERT PERFORMANCE**

All students will be invited to participate in the MAKS Ballet Studios End of Year Production. From time to time there may be other performance opportunities offered to selected students at the discretion of the studio Directors.

### **DATA PROTECTION**

MAKS Ballet Studios collects information about students and parents/guardians in order to enable MAKS Ballet Studios business as a dance education organisation. This includes contact details, student examination information, courses and records. MAKS Ballet Studios will NOT disclose your information to third parties outside the studio except where the law allows or requires, or where you have given your permission to do so.

### **DRESS CODE**

All students are required to abide by the MAKS Ballet Studios Dress Code (detailed in the MAKS Information Pack). This includes attire for class and hair requirements. All female students are required to have their hair in a bun and male students to have their hair neat and tidy and off their face.

This is an important aspect of a disciplined dancers' commitment to their studio and personal presentation, which will be closely monitored.

### **ENROLMENT PROCEDURE**

Enrolment is undertaken at the commencement of each calendar year and requires completion of an Enrolment form and payment of fees. It is assumed that enrolment is continuous for the remainder of the year and fees will be invoiced prior to the commencement of each term. MAKS Ballet Studios may terminate a student's enrolment for severe breaches of the Terms and Conditions or Code of Conduct.

The Directors reserve the right to terminate the enrolment of a Student/Parent who is deemed at any point to behaving in a way that is adverse or detrimental to MAKS Ballet Studios.

### **EXAMINATIONS**

Students wishing to undertake examinations must participate in all Ballet classes appropriate

to their grade. Parents/guardians will be advised by MAKS Ballet Studios Directors when their child is ready to take the exams. Costs associated with Examination work, including extra preparatory classes and Royal Academy of Dance expenses will be charged to parents separately.

### **FEES AND PAYMENTS**

#### **Fees**

A term fee is charged for each class a student has enrolled in and it is expected that students will attend all classes and an invoice will be raised for the whole term.

#### **Refunds**

Refunds will not be given for non-attendance, although parents/guardians are welcome to schedule a 'makeup' class at an alternate time in agreement with the MAKS Ballet Studios Directors. In cases of exceptional circumstances such as long-term illness or long-term travel, parents are advised to discuss the situation with MAKS Ballet Studios Directors to come to an arrangement on a case-by-case basis.

#### **Discounts**

Discounts are provided where two or more siblings attend MAKS Ballet Studios and where the full complement of Ballet classes is undertaken for each student. Details are outlined on the MAKS Ballet Studios Fee Schedule.

#### **Payment**

All fees are expected to be paid by EZI-debit. All requirements are outlined in MAKS Ballet Studios Fee Payment Form.

#### **Late Payment**

Parents/guardians will receive advice both verbally and in writing if payment has not been made by the specified date and in accordance with these Terms and Conditions and Fee Payment Form. MAKS Ballet Studios reserves the right to charge a late payment fee for unpaid invoices.

### **PERFORMANCES, COMPETITIONS AND EVENTS**

#### **Performance Group**

At the discretion of the MAKS Ballet Studios Directors, students from Grade 4 upwards may be offered the opportunity to participate in the studio's Performance Group appropriate to their age. This will incur additional fees, classes and obligations, which will be outlined upon invitation.

Performance Group Students are provided with the opportunity to perform in groups at selected local Eisteddfods. Participation is expected and students must inform the Directors immediately if they are unable to participate for any reason.

Rehearsals for Performance Groups takes place during the scheduled Performance Group class times and students are expected to attend all scheduled classes/rehearsals. Failure to attend all scheduled classes/rehearsals may result in exclusion from the performance.

#### **Solo Performance**

Students are assessed on their readiness and suitability for Solo performances. If deemed suitable, students have the option of competing in the eisteddfods specified by MAKS. Any

other Eisteddfods need to be approved by the Directors prior to application. Once approved, students are responsible for submitting their own entry forms and fees. Students must take all necessary private lessons required.

Students wishing to compete in solo performances in National or International Ballet Competitions must first seek the permission from the Directors. Competition and permission for all National and International Ballet Competitions is at the discretion of the Directors.

### **PRIVATE LESSONS**

Due to the limited number of places available, Private Lessons will be offered to a small number of students at the discretion of the MAKS Ballet Studios Directors.

### **PHOTOGRAPHY AND VIDEO**

Due to child protection laws and privacy issues, we are unable to allow parents to take photos or videos of students during open days, performances or student showcase classes unless permission has been granted by a student's parent or guardian. A photography disclaimer has been included on the MAKS Enrolment Form for you to indicate whether or not you give permission for your child to be photographed by MAKS Ballet Studios, and whether you agree to those images being used for marketing or promotional purposes.

### **UPDATING RECORDS**

Parents/guardians are responsible for advising MAKS Ballet Studios of any changes to their student's personal records. This is essential to ensure the appropriate individuals are contacted in case of an emergency, ongoing student notices, medical conditions, advice on studio matters and billing purposes.

### **WAIVER**

On occasion physical contact with students may be necessary for teaching demonstration and technique placement purposes. If you have any concerns regarding this matter please speak directly with the MAKS Ballet Studios Directors.

### **WATCHING WEEK**

Watching week will be held at the end of Term 1 and 2 to provide parents/guardians the opportunity to see what their child has learned in class during term.

### **WORKING WITH VULNERABLE PEOPLE – ACT**

All faculty and teaching staff working at MAKS Ballet Studios are required to hold an Australian Capital Territory (ACT) Working with Vulnerable People card, which requires those who work or volunteer with vulnerable people to have a background check and be registered with the ACT Government. Further information can be found at [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au)

### **WORKSHOPS, AUDITIONS AND DANCE PROGRAMS**

MAKS Ballet Studios acknowledges that there are external workshops, dance programs or auditions that students may wish to participate in.

Students must seek the prior consent from the Directors *before* they can participate in any outside classes, summer schools, workshops, auditions or dance programs (this includes during term breaks). An assessment will be made in relation to the student's readiness and suitability prior to consent being granted.