



ACRO TERMS AND CONDITIONS

Fees, deposits and refunds

1. A fee is charged for each class enrolled per term and a deposit of \$100 is taken on enrolment at the start of the year to hold your place in a class. This deposit fee is non refundable. Committing to enrol is a commitment to the Term you are enrolling in.
2. Students are expected to attend all classes and an invoice will be raised for the whole term at the start of each term.
3. Fees will only be pro rata when a student starts during a term.
4. Students who enrol during the year will be issued an invoice following their first class to enable payment immediately.
5. Refunds will not be given for non-attendance.

Payment

6. Invoices must be settled by the due date to sure your place; or prior to starting classes following confirmation after the given a free trial where a student has enrolled during the year.
7. Payment can be made:
 - 7.1 By Cash; fees must be in a sealed envelope clearly stating the students name and grade on the front. The enclosed amount must exactly match the invoice amount. This can be handed to your teacher who will provide you with a receipt of payment.
 - 7.2 BPay online

Register, Attendance and Absence

8. A roll for each class is maintained by the teacher and records student attendance for the purposes of health, safety and security.
9. If a student is absent from class for four or more consecutive weeks, a refund of 90% of the fees paid for those classes not attended will be given on the evidence of a medical certificate. The medical certificate must be provided within one month of the absence otherwise no refund will be given.
10. If a class is cancelled due to the sickness of the teacher, a health epidemic or any other seen or unforeseen event, the Academy will endeavour to reschedule the class. This may be on a different day or a different time or both from when the class was originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.

Late Payment

11. The payer will receive written notice if payment has not been received in accordance with these terms and conditions.
12. The Academy reserves the right to charge a late payment fee if an invoice remains unpaid after the due date.

Right to attend, change classes, withdrawal and termination of attendance

13. If an invoice has not been paid by the due date, the student will not be admitted to any classes until the invoice has been paid in full.
14. The Academy reserves the rights at any time during the term to ask students to leave a class if any fees remain outstanding after the start of the term.
15. If a student wishes to change classes or to start an additional class, the parent/guardian must give their consent in writing via email so that they can be invoiced for the additional or new class.

Waiver

16. Physical contact is necessary by members of the teaching faculty in order to safely teach and spot the skills being taught. If you have any concerns regarding this matter please contact the Principal via email.
17. You will be required to sign a gymnastics waiver which will be sent via email before attending your first class.

Photography /Filming policy

18. Students/Parents are not permitted to video or photograph classes, students or staff at anytime, unless given permission by the staff or individuals involved. Photos of children should not be posted on social media platforms without the permission of the parent/guardian.

19. End of year concert performance and/or competition videos are not to be posted on public websites such as YouTube or Facebook, without Principals permission.

20. Lauren Healey Dance Academy may use photographs/videos of the students to promote the academy via flyers, website, social media and advertising. All students are required to sign a general photography release form.

Health and safety policy

21. Behaviour from students, parents or visitors that may cause an unsafe environment will not be tolerated.

22. It is the responsibility of the student or parent/guardian to inform Lauren Healey Dance Academy of any prior or current illnesses or injuries.

23. In the event of an injury, Lauren Healey Dance Academy will administer First Aid treatment by a qualified first aider. If medical services are necessary and an ambulance required, the student/parent will incur the costs. Physical contact may be required.

24. Parents/Guardians must be responsible for minors before and after class times.

25. Lauren Healey Dance Academy MUST be notified of any allergies that a student may have.

26. Fire extinguishers, fire hose reels and fire blankets are located within the premises.

Uniform policy

27. The uniform set out by Lauren Healey Dance Academy is compulsory for all students, excluding Adult classes. The set uniform must be worn to all classes.

28. Those who are not in correct uniform may not get the chance to feature on the website, or other advertising material

Annual end of year Concert Policy

29. The end of year dance concert is optional, although teachers must be informed by term 2 via email if they will not wish to participate as costumes are organised early in the year.

30. Those participating in the Concert must attend at least 70% of their class and attend a compulsory Dress Rehearsal and Theatre Rehearsal, in order to participate in the Concert.

Injury / First aid policy

31. Where an injury occurs, the student will receive treatment from a qualified first aider. Physical contact may be required.
32. In the situation where an ambulance is required, an ambulance will be called by Lauren Healey Dance Academy. The parent will incur these costs.
33. Where an injury occurs, the students' parent/guardian will be contacted by the teacher using the contact information given on the enrolment form.
34. It is the responsibility of the student/parents to notify Lauren Healey Dance Academy of any previous or current injuries.
35. Injuries that occur on the premises will be recorded on an Incident report form.

Behaviour / Conduct policy

36. Lauren Healey Dance Academy does not tolerate swearing, indecent or disrespectful language or disrespectful conduct from students, parents/guardians, family members, or visitors.

Data Protection

37. Lauren Healey Dance Academy will not disclose your information to third parties outside the Academy except where the law allows or requires, or where you have given your permission to do so. We may from time to time contact you individually about other carefully selected Academy services which we think will be of interest to you. The box on the Confirmation Slip should be ticked to indicate agreement to take part.

Changes to the terms and conditions

38. The Academy reserves the right to change these terms and conditions at any time providing one term's notice is given to students.

Agreement to the terms and conditions

39. Parents and guardians of students attending classes are required to accept the terms and conditions for each student enrolled by selecting I agree to the terms and conditions of enrolment at the bottom of the online enrolment form.

When enrolling online you will be required to check the box that states you acknowledge you have read, understood and agree to the Terms and Conditions.

I (print name) _____ hereby understand and agree to the terms and conditions above.

Signature _____

Date _____