



## SHOWBIZ PERFORMING ARTS STUDIOS PTY LTD

523 KEILOR RD NIDDRIE VIC 3042

PH: (03) 93742777 MOB: 0477 253 820

EMAIL: [dani@showbizpas.com.au](mailto:dani@showbizpas.com.au) or [accounts@showbizpas.com.au](mailto:accounts@showbizpas.com.au) WEB: [www.showbizpas.com.au](http://www.showbizpas.com.au)

### **ENROLMENT TERMS AND CONDITIONS 2024**

#### **1. Enrolment/Fee Policy:**

- 1.1 Our Enrolments are annual and invoiced each school term, enrolments do not roll over automatically each year.
- 1.2 Term fee invoices are sent via email, 2 weeks prior to the end of each term.
- 1.3 Term fees are **due by the end of the first week back of term.**
- 1.4 All accounts must be paid **BY** the due date stipulated on the invoice or a **\$25 Late Payment Fee** will be automatically charged to your account.
- 1.5 Automatic direct debit options are available please contact [accounts@showbizpas.com.au](mailto:accounts@showbizpas.com.au) to organise a payment arrangement.
- 1.6 Any Credit Card information will be destroyed at the end of each year and account holders must sign and fill in new details each year.
- 1.7 Students with overdue accounts may lose their enrolment in chosen classes, costumes held or asked not to participate in mid/end of year productions.
- 1.8 Students that wish to un-enrol from classes or make changes, must be do so in writing or email direct to our studio director. Letting teachers know in class will be not accepted.

#### **2. Refund/Class Cancellation Policy:**

- 2.1 **No refunds or credits are given for any missed classes or holidays taken during school terms. Please do not dispute this policy as the decision will not be overturned.**
- 2.2 In extreme circumstances such as illness or injury for a prolonged period in excess of 4 weeks, a full medical certificate must be given to our front reception or emailed to [accounts@showbizpas.com.au](mailto:accounts@showbizpas.com.au) to receive a class credit note.
- 2.3 If ShowBiz Performing Arts Studios cancels a class during the year a full refund will be issued, or a class makeup lesson will be organised.
- 2.4 For missed private lessons notice must be given via text on 0477 253 820 or email to [accounts@showbizpas.com.au](mailto:accounts@showbizpas.com.au) by 9am the day of the lesson to receive a class credit or makeup lesson.
- 2.5 In the event of any COVID related lockdowns, classes will switch immediately to our online Zoom platform and continue to run via video conferencing. No refunds will be given should you choose not to attend online.

#### **3. Concerts and Performances:**

- 3.1 All students are encouraged to take part in the ShowBiz Performing Arts Studios Annual concerts/performances.
- 3.2 In order to keep to the high standard of the ShowBiz Performing Arts Studios Annual concert, it is important that all students attend rehearsals.
- 3.3 Some students enrolling in additional programs may be required to perform throughout the year at festivals, events, or concerts
- 3.4 All students that perform are advised to not bring or wear any valuables to all performances. These remain the responsibility of the student/parent and no responsibility will be taken for any lost, stolen, or damaged goods.
- 3.5 If a student is away for any specific amount of time it is the teacher's decision whether the student will be able to perform. Teacher's decision is final.
- 3.6 Dates of ShowBiz Performing Arts Studios End of year showcases will be confirmed by the end of Term 1. Our performance dates are usually the first weekend in November.

#### **4. Rehearsals:**

- 4.1 There will be a rehearsal fee of \$30 per student issued with Term 4 invoices. This is a compulsory fee for all students. It is compulsory to attend all rehearsals.

**5. Costumes:**

- 5.1 A deposit of \$50 per class enrolled and will be charged to all accounts in Term 3 to cover all material and order costs of each costume. This deposit is non-refundable if you choose to not perform.
- 5.2 The balance charged or credited will be added to accounts with Term 4 invoices. Costumes will not be issued until all fees and costume costs have been paid. Costumes can vary in cost and can cost anywhere between \$40-\$120 each, depending on the detail of a costume.

**6. Class Attire:**

- 6.1 All students are required to wear appropriate clothing and footwear suitable for the classes they are enrolled into.
- **Jazz, Musical Theatre, Song & Dance** – Black soft Jazz Shoes – Black leotard/crop/ singlet/t-shirt with leggings/shorts/dance skirt or ShowBiz Uniform Attire
  - **HipHop/Breakdance** – Sneakers/Runners – Trackies and t-shirt, no denim
  - **Acrobatics** – Bare Foot – leotard/crop with shorts/leggings or ShowBiz Uniform
  - **Ballet** – Soft pink ballet shoes – Black Leotard and tights must be worn to all classes
  - **Tap**- Tan tap shoes for girls, black for boys and senior students- leotard/crop/ singlet/t-shirt with leggings/shorts/dance skirt or ShowBiz Uniform
  - **Contemporary/ Lyrical** – foot paws – Leotard and tights or leggings and fitted top

**7. Staying Up to Date:**

- 7.1 It is the responsibility of all students and parents to ensure they are up to date with all upcoming events and notices. We recommend all parents to come into the studio regularly to check our notice boards and newsletter stands. If your child is absent, we expect parents or students to ask front reception if any notices were missed or give us a regular call to check up on progress.
- 7.2 Email and text services are our main form of communication. Please ensure you check your inbox and spam/junk folders to ensure you are receiving all correspondence.
- 7.3 ShowBiz also has a **Facebook** and **Instagram** Page as well as a private group for all parents and students on Facebook “ShowBiz PAS Parents and Students Private Group”

**8. Important Additional Terms:**

- 8.1 Parents and Students are reminded they **must be punctual** to all classes to ensure students do not miss out on their warm up, which is necessary to avoid any injuries.
- 8.2 Any behaviour or conduct by students or parents deemed unacceptable by the school will be reported. Students or Parents consistently ignoring these requirements may be asked to leave the premises.
- 8.3 Any damages to school property will be charged directly to the signatory of the enrolment form. It is the responsibility of parents or guardians to look after their own children before or after classes at ShowBiz Performing Arts Studios.
- 8.4 No chewing gum is permitted into class and no denim is to be worn at any time.
- 8.5 Parents/guardians are expected to act in a respectful manner. Anyone that abuses staff will not be tolerated and anyone found in breach of this condition will be asked to leave ShowBiz. No refunds will be given for any monies paid. This decision will rest with the director of the studios.

**9. Emergencies/Injuries:**

- 9.1 In case of any emergency, illness, or injury where a parent is not contactable, ShowBiz Performing Arts Studios will seek medical advice and act accordingly where treatment is deemed necessary. Any costs will be incurred by the parent/guardian.

**10. Consent:**

- 10.1 The student and their parent /guardian give permission to be photographed or videoed for promotional purposes whilst on the premises of ShowBiz Performing Arts Studios and at rehearsals and all performance events including those off site.
- 10.2 If you do not wish for your child to be photographed, you must express your decision in written format to [accounts@showbizpas.com.au](mailto:accounts@showbizpas.com.au)

Thank you, for choosing ShowBiz Performing Arts Studios. We trust that you will have a fantastic experience with us and look forward in seeing your progress in the coming year!