

IPC IMAGE PERFORMANCE COMPANY

ENROLMENT 2012

Student's Surname: _____ Students First Name: _____

Address: _____

Suburb: _____ Post Code: _____

E-Mail: _____ (parents)

E-Mail: _____ (students)

DOB: _____ SCHOOL: _____

Parents/Guardians Name/s: _____

Home Phone: _____ Wk Phone: _____ Mobile: _____

Emergency No and Name: _____

Pre-Existing Medical Conditions/Allergies: _____

- | | | | |
|-------------------|------------|-------------|-----------------|
| 1. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 2. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 3. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 4. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 5. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 6. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 7. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 8. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 9. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 10. CLASS: _____ | DAY: _____ | TIME: _____ | COST: \$ _____ |
| 11. ENROLMENT FEE | | | \$ <u>15.00</u> |
| 12. TOTAL | | | COST \$ _____ |

COST PER STUDENT	COST PER CLASS
30 MIN CLASS	\$7.00 per class
45 MIN CLASS	\$10.00 per class
1 hr CLASS	\$12.50 per class
90 MIN CLASS	\$19.00 per class
2 hrs MIN CLASS	\$24.00 per class
SOLO CLASS	\$25 PER ½ HR Duo/Trio \$10 per student

UNLIMITED CLASSES: \$550.00 (No further discounts apply)

***Based on 5 or more classes. This does not include solo/duo or trios

FEE POLICIES AND PROCEDURES

1. Each student must pay a \$15 registration fee each year regardless of commencement date.
2. 50% of Term fees due the term prior to the upcoming term and first week of term all fees are due.
3. A 'No Pay No Class' policy is enforced after 14 days into the term.
4. NO discounts for those that don't pay accordingly.
5. All Term fees will be issued in the 5th week of the previous term. Failure to pay will result in loss of position
6. If fees are not received by the end of Term we will hand over to our creditors Marshall and Freeman
7. Fortnightly payment plan is available if you choose this plan 5% will be added to your invoice per term to cover administration costs. Fortnightly plans will be set via debiting your credit card every two weeks for the allocated amount.
8. Discount of 5% will apply when you have children enrolled in 2 or more classes between them
9. Discount of 10% will apply when you have children enrolled in 3 or more classes between them
10. If any change of classes office staff must be notified in writing
11. If your child is sick please contact office to let them know they won't be attending classes
12. Enrolment will continue throughout the term unless office staff have been made aware. At least two weeks notice is required.
13. Students must re-enrol at the end of each year. Automatic enrolment will not occur.

REFUND POLICIES

1. Students who have booked into a class and paid in full that is cancelled will be refunded.
2. Once students commence classes **NO refunds** will be given.
3. In cases of illness or injury, makeup classes can be organised but they must be within the same term and only when positions are available.
4. If changing classes throughout the term a letter must be written stating what class you are leaving and what class you will be starting (depending on availability) this is available at the directors discretion.

INJURY/MEDICAL CONDITIONS

1. It is the students/parents responsibility to notify their teacher in the event of injury/medical conditions prior to class
2. All classes are taken at you/your child's own risk. Image Performance Company staff and volunteers will not be liable for any damage and/or loss of property and/or accident/injury that may occur on the premises, on location or whilst performing eg events, parades. In case of accident or untoward incident I give consent for any necessary medical treatment and fee to meet expenses incurred.
3. Image Performance Company has a first aid box available to every student through their teacher. Due to government regulation we are unable to administer or provide anyone with Panadol or equivalent medication.

OFFICE/NOTICE BOARD/EMAILS POLICIES AND PROCEDURES

1. All students must sign in to front reception before going into classes. This is to ensure the safety of each student
2. It is not the responsibility of staff at Image Performance Company if your child is dropped off early. Students must stay in front office till a teacher comes and collects them for their class.
3. No food is to be taken into dance studios
4. It is the parents and students responsibility to read the notice board on a weekly basis
5. Parents must supply their own email address to staff for invoices to be emailed. In the case that they don't have an email and their child has one they must give in writing permission for it to be sent to the students email address.
6. It is the responsibility of the parents to check emails on a regular basis and if your email has changed or no longer works please see reception

7. Parents will have text messages sent to them at various times to remind them of upcoming events. Staff must be notified in writing if you wish this not to be sent to you.

COSTUME/CONCERT POLICIES AND PROCEDURES

1. It is not compulsory for a student to be involved in the annual performance, however it is preferred.
2. If a student is away for any specific reason or amount of time it is up to the teacher whether or not they will be included in the end of year routines. Teacher's decision is final. Students who have been away may need to book a one of one with a teacher at an extra expense.
3. It is compulsory to attend the dress rehearsal/s for the end of year performance
4. Costume deposits of \$50 are required to be paid week 8 of Term 3. If a student fails to pay the required costume deposit, no costume will be ordered.
5. All costumes are made either through a dress maker or bought over from America. All students will be sized by staff of Image.
6. Parents may be required to sew sequins or glitter costumes.
7. Solo/Duo or Trio students must supply their own costumes. Image Performance Company will help were available and may purchase outfits for students with a 10% fee to cover administration time.

TROUPE CLASSES IN 2011

1. Students in Troupe classes must attend each class and notify staff if they are unwell or injured
2. Students who miss two or more classes may lose their position in a troupe
3. Students/Parents must be available first week of school Holidays in Sep/October to participate in the On Stage Performing Arts Competitions.
4. Troupe classes are required to have school uniform for all Troupe events and always have proper dance attire.
5. Students must have appropriate dance shoes and hair must be back at all times
6. Troupe classes ONLY will be involved in all outside events eg Joondalup Festival, Mindarie Festival etc

CLASS ATTIRE POLICIES AND PROCEDURES

1. All students must be appropriately dressed for class, with correct footwear. Ballet must have ballet shoes, Jazz Classes Tan jazz shoes, Tan Tap shoes and Tan Jazz shoes with grips for Acro. Modelling students must wear shoes they can walk in and only from Prep Pre Teen may they wear heels.
2. All students must be appropriately dressed for class, with hair tied back in all dance classes. Modelling classes we ask that students wear smart casual.
3. Acting and singing students to wear clothes they are comfortable to move in.
4. Ballet students must wear ballet stockings, ballet shoes, Black ballet leotard, black ballet skirt and hair in a bun at all times for all ages.
5. Jazz Exam classes must wear Image uniform being black leotard, Black dance shorts either full black or black with blue band. Students must wear tan jazz shoes unless otherwise stated. All hair must be in a pony or bun this is for all ages.
6. Image has half tops available that older students are permitted to wear over leotard.

1, _____ as parent/guardian of _____,
hereby agree to all the terms and conditions as set by Image Performance Company.

Signature: _____ Date: _____

(I give full permission to Image Performance Company to use photos in all marketing materials inc: web site, newspaper advertisements, concert programs, booklets etc)