



LOGAN DANCE ACADEMY

APPLICATION FOR ENROLMENT FOR 2015

Please PRINT CLEARLY IN CAPITALS to ensure your child's name is accurately recorded. One enrolment form per child please.

Pupils First Name:		Surname	
Address:		POST CODE	
Telephone Home:	Business:	Mobile:	
Email:		Student's Mobile:	
First Year Enrolled:	Date of First Lesson Commenced in 2015		
Student's Date of Birth:	Age in Years at 01/01/15:		
Names of Parents:		Parents Occ:	
Name of Person Responsible for Dance Fees:		Day Contact No:	
Health Concerns:			

Emergency Medical Contact:	Doctor:	
	Phone Number:	

Classical Ballet	No of Ballet Classes	Jazz	Tap
Please tick classes attending		Please tick classes attending	Please tick classes attending
Mummy & Me Classes <input type="checkbox"/>	<input type="checkbox"/>	Sub-Junior Jazz - Fri <input type="checkbox"/>	Sub Junior Tap - Fri <input type="checkbox"/>
Pre-Primary - Wed <input type="checkbox"/>	<input type="checkbox"/>	Pre-Modern Jazz - Wed Sat <input type="checkbox"/>	Junior Tap - <input type="checkbox"/>
Pre-Primary - Fri Sat <input type="checkbox"/>	<input type="checkbox"/>	Jnr Modern Jazz - Wed Fri <input type="checkbox"/>	Elementary Bronze - Fri <input type="checkbox"/>
Primary - Wed Fri Sat <input type="checkbox"/>	<input type="checkbox"/>	Jnr Modern Jazz - Sat <input type="checkbox"/>	Elementary Silver <input type="checkbox"/>
Grade 1 RAD- Thurs Sat <input type="checkbox"/>	<input type="checkbox"/>	Modern Jazz Grade 1- Mon Fri <input type="checkbox"/>	Elementary Gold <input type="checkbox"/>
Grade 2 RAD - Tue Sat <input type="checkbox"/>	<input type="checkbox"/>	Modern Jazz Grade 2 - Mon <input type="checkbox"/>	Intermediate Bronze <input type="checkbox"/>
Grade 3 RAD - Tue Sat <input type="checkbox"/>	<input type="checkbox"/>	Modern Jazz Grade 3 - <input type="checkbox"/>	Intermediate Silver <input type="checkbox"/>
Grade 4 RAD <input type="checkbox"/>	<input type="checkbox"/>	Modern Jazz Grade 4- Mon Fri <input type="checkbox"/>	Intermediate Gold or Gold Bar <input type="checkbox"/>
Grade 5 RAD <input type="checkbox"/>	<input type="checkbox"/>	Modern Jazz Grade 5 - <input type="checkbox"/>	Advance Bronze <input type="checkbox"/>
Grade 6 RAD <input type="checkbox"/>	<input type="checkbox"/>	Modern Jazz Grade 6 - i <input type="checkbox"/>	Advance Silver <input type="checkbox"/>
Intermediate Found Yr 1 <input type="checkbox"/>	<input type="checkbox"/>	Modern Jazz Grade 7 - <input type="checkbox"/>	Advance Gold <input type="checkbox"/>
Intermediate Found Yr 2 <input type="checkbox"/>	<input type="checkbox"/>	Modern Jazz Grade 8 - <input type="checkbox"/>	Advance Gold Bar <input type="checkbox"/>
Intermediate RAD <input type="checkbox"/>	<input type="checkbox"/>	Interested in Jazz Exam <input type="checkbox"/>	Advance Gold Star <input type="checkbox"/>
Advance 1 RAD <input type="checkbox"/>	<input type="checkbox"/>		.
Advance 2 RAD <input type="checkbox"/>	<input type="checkbox"/>	CSTD Found. Contemp - Wed <input type="checkbox"/>	Interested in Tap Exam <input type="checkbox"/>
Exams & Assessments	Interest	CSTD Found. Contemp - Thurs <input type="checkbox"/>	Student Teacher's <input type="checkbox"/>
Classical Exam <input type="checkbox"/>	<input type="checkbox"/>	CSTD Contemporary - Fri <input type="checkbox"/>	Hip Hop - Junior or Interm <input type="checkbox"/>
Classical Assessment <input type="checkbox"/>	<input type="checkbox"/>	Contemp. Senior Mon <input type="checkbox"/>	Musical Theatre - Junior <input type="checkbox"/>
Theatrical Exam <input type="checkbox"/>	<input type="checkbox"/>	Interested in Contemp Exam <input type="checkbox"/>	Musical Theatre - Inter <input type="checkbox"/>
		C.S.T.D. Convention <input type="checkbox"/>	Musical Theatre - Senior <input type="checkbox"/>
Eisteddfod Group- Jazz, Tap, Ballet	<input type="checkbox"/>	Eisteddfod: Solo, Duo & Trio- Jazz, Tap, Ballet	<input type="checkbox"/>
M/ Theatre, Contemporary		M/ Theatre, Contemporary	Singing - Interm or Snr <input type="checkbox"/>

Students considering Royal Academy of Dancing Assessments are advised to attend 1 classical class per week for Grades Primary to Grade 5. Two classes per week for full examinations. Classical classes per week your child is attending:

How did you find out about Logan Dance Academy?) Newspaper advertising/article Listing in phone book
 Personal recommendation (word of mouth) Other - Please comment Internet

I Will Be Paying My Dance Fees By : (please circle) BI-TERM OR PER TERM
 I agree to follow the Logan Dance Academy Fee Structure, Fee Conditions, Private Lesson Conditions and Uniform Regulations. The parent is responsible for any medical attention or ambulance fees required in case of emergency.
 Signed: _____ Date: _____

Postal Address: PO Box 880 Park Ridge Qld 4125 Phone: (07) 3297 1245 Mobile: 0413059338	Enrolment Fee if paid by 1st February \$15.00 \$25.00 \$30.00	I WISH TO PAY MY DANCE FEES BY THE FOLLOWING WAY: (PLEASE CIRCLE) CASH BPAY CHEQUE NB: PLEASE ADVISE IF YOU WOULD LIKE TO BE SET UP FOR BPAY.
	Enrolment Fee if paid after 1st February \$20.00 \$30.00	
	Date Paid: _____	
	Add Postage: \$5.00 Yes/No	
	Term Fees: \$ _____ Total: \$ _____ Receipt No: _____	

Would you like your newsletters sent to the above residential address? YES/NO If Yes please add \$5.00 for postage.
 Term Fee Receipt Required YES/NO I
 My Child/ren will be participating in the End of Year Concert YES/NO

FEE CONDITIONS FOR 2015

- A. An enrolment form must be filled out each year in full, regardless of how many years the students has been in the studio, especially the date of the first lesson commenced this year.
- B. All fee payments to be placed in a sealed envelope with your child's name, amount and date, clearly printed on front of the envelope. A "Fees Box" is provided at all classes. Please do not hand cash to the principal during the class without an envelope. No responsibility will be taken by the Principal. Change cannot be given during class time.
- C. Payment by BPAY, Cheque or Eftpos is preferable, if payment is made by cash per term, then parents must notify the principal at the beginning of the year.
- D. Fees may be paid by BPAY online. If you would like to be set up for BPAY please advise on enrolment.
- E. The enrolment fee is \$15.00 per child if enrolment form and fees are received on Open Day or by Sunday 2nd February. If the enrolment fee is paid after 2nd February the enrolment is \$20.00 per child or 2ND \$30.00 for 2 more children in the studio. Please complete one enrolment form per child and return fee and enrolment form before the start of term to secure your child's or children's position in the class of your choice.
- F. There will be no fee adjustment after the initial agreement, unless your child changes classes.
- G. Parents should remember the fees charged and the fee advised must be paid by the listed dates below or every 10 weeks or 5 weeks for Bi-term. A fee Advice or invoice will only be issued if the classes change from the initial agreement.
- H. The fee structure is also on the reverse side of the timetable. An administration fee of \$5.00 will be applicable to each account in Term 2, Term 3 & Term 4. All fees not finalised within four weeks of a new term will be subject to a fee of \$10.00.
- I. If paying for bi-term or on a term basis, the set fee is based on a term basis. No refund will be given for unattended classes or public holidays. Only under special arrangements with the principal can casual rates be arranged. A casual rate will be higher than a term rate advised on the fee structure.
- J. All classes must be paid for whether missed or not to maintain your position in the academy.
- K. Term Fees are due the week of the 1st February, 20th April, 13th July, 5th October.
- L. Bi-Term fees are due 1st February, 8th March, 20th April, 25th May , 13th July, 10th August, 5th October 2nd November. If you choose the Bi-term (5 Week) Payment Option, calculate your fees at half the Full Term Fee.
- M. Bi-Term fees & Term fees need to be paid at the beginning of the payment dates.
- N. A \$5.00 accounting fee/administration fee will be charged on all term 2,3 ,4 accounts. All fees not finalised within four weeks will be subject to a fee of \$10.00, unless the Principal is notified to arrange special payments.
- O. If a child is sick and contagious, a letter of clearance from the doctor is required before returning to class.
- P. **Please advise the Principal in writing if you are taking holidays during School Term. If holidays are taken during a Term period, fees remain the same.**
- Q. Concert rehearsals must be attended at all times, set by the Principal.
- R. **All students will abide by the code of dress and grooming during class tuition.**
- S. End of Year costumes will only be handed out if Bi-Term or Term fees are paid in full, regardless of how many years the student's has been in the school.
- T. Examination entries will only be accepted if dance tuition fees and private lessons have been paid.
- U. A Dishonoured cheque fee of \$10.00 will be added to fee charges if cheque is dishonoured from your bank.
- V. **If a student (and or family) leaves the Academy with any outstanding fees owing and fails to pay the fees or notify the Dance Academy within 7 days of leaving, then the following will occur:**
 - ✓ Parents will be charged with an administration charge and late fee of \$ 25.00 for account recovery.
 - ✓ Failure to respond and or to pay the overdue account within 7 days of account recovery being issued will RESULT IN THE ACCOUNT BEING SENT ON TO QLD CIVIL & AMINISTRATIVE TRIBUNAL which could incur further costs to you.
 - ✓ Parents simile who still have outstanding fees at the end of term 4 will also be subject to the same conditions (see note U) if not paid in full by Saturday 13th December 2015.
- W. Once the Enrolment Form is signed by parents, you agree to the above conditions of the studio. A signed enrolment form indicates that a student is enrolled for the calendar year.
- X. Eisteddfod Dances and Concert Dances are the creation and belong to Logan Dance Academy.
- Y. From time to time there might be photo opportunities for us to add to our Logan Dance Academy Facebook. If you give permission for your child's photo to be posted please sign below.

Parent/Gaurdian Signature: _____ Date: _____

Linda Hutchison - ARAD (Principal)



LOGAN DANCE ACADEMY 2015

PRIVATE LESSON APPLICATION: *ONE ENROLMENT FORM PER CHILD*

Principal : Miss Linda

(H) 32971245

(M) 0413 059 338

STUDENT NAME	DANCE STYLE	PLT REQ: Eg- 30 min	DANCE TEACHER PREFERENCE
EXAMPLE - Betty Jones	Ballet	30 min	Miss Linda

PERSON RESPONSIBLE FOR PAYMENT OF LESSONS

PARENT CONTACT NAME: _____

PARENT CONTACT ADDRESS: _____

PARENT CONTACT PHONE NUMBERS: (H) _____ (M) _____

AUTHORISED BY MISS LINDA: YES NO (PLEASE CIRCLE) INITIAL: _____

FEE AGREEMENT TERMS FOR PRIVATE LESSONS FOR 2014

- The Principal has been contacted and has authorised the private lesson.
- Bi-term fee or Term fee need to be paid up to date prior to the commencement of a private lesson.
- Private Lessons are to be paid in advance or on the day of the private lesson.
- The Parent or Person responsible for private lesson payment has read the private lesson fee conditions.
- The Parent or Person responsible has agreed and understands the bi-term or term fee conditions that allow private lessons to commence. The Parent or Person responsible has signed and dated this application form.
- The Parent or Person responsible must contact the Principal immediately if any payment is missed. It is at the Principal's digression whether private lessons will be allowed to continue.
(Please do not directly contact the student's teacher for allowance of private lessons to continue. You will be redirected to contact the Principal)
- If a private lesson payment has not been received before the next scheduled private lesson, then all private lessons will cease until payment has been made.

Signed: _____

Dated: _____



CHANGE OF CLASS ENQUIRY

Name of Person contactable for change of class enquiry: Miss Linda

LDA CONTACT INFORMATION

Principal : Miss Linda

(H) 3297 1245

(M) 0413 059 338

Student's Name: _____

Current Dance Class: _____

Preferred Dance Class Change: _____

Change of Class Date and Term : _____

Principal Authorisation: Yes / No Initial: _____ Date: _____

New Date of Class Change Commencement: _____

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LOGAN DANCE ACADEMY
CHANGE OF PERSONAL DETAILS

CHANGE OF ADDRESS DETAILS

New Address: _____

New Contact Number/s:

Home: _____ Mob: _____ Business: _____

Student Name: _____

Parent / Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

NB: Please place in fees box as soon as possible or contact the Office, *Thank You*

