



# LOGAN DANCE ACADEMY

## APPLICATION FOR ENROLMENT FOR 2018

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 2018 |         |
| Student's Date of Birth:                   |  | Age in Years at 01/01/18:              |         |
| 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                                 |  |
| Princess Ballet <input type="checkbox"/>         | <input type="checkbox"/> | Sub-Junior Jazz - Fri <input type="checkbox"/>                | Sub Junior Tap - Fri <input type="checkbox"/>              |
| Pre-Primary - Fri Sat <input type="checkbox"/>   | <input type="checkbox"/> | Modern Jazz - Fri <input type="checkbox"/>                    | Junior Tap - Fri Sat <input type="checkbox"/>              |
| Primary - Fri Sat <input type="checkbox"/>       | <input type="checkbox"/> | Jnr Modern Jazz - Wed Thurs <input type="checkbox"/>          | Tap 1 - Fri <input type="checkbox"/>                       |
| Grade 1 - Wed Fri Sat <input type="checkbox"/>   | <input type="checkbox"/> | Jnr Modern Jazz - Sat <input type="checkbox"/>                | Tap 2 - Sat <input type="checkbox"/>                       |
| Grade 2 RAD- Tues Fri <input type="checkbox"/>   | <input type="checkbox"/> | Modern Jazz Grade 1- Wed <input type="checkbox"/>             | Tap 3 <input type="checkbox"/>                             |
| Grade 3 RAD - <input type="checkbox"/>           | <input type="checkbox"/> | Modern Jazz Grade 2 - Mon <input type="checkbox"/>            | Tap 4 <input type="checkbox"/>                             |
| Grade 4 RAD - <input type="checkbox"/>           | <input type="checkbox"/> | Modern Jazz Grade 3 - Mon <input type="checkbox"/>            | Tap 5 <input type="checkbox"/>                             |
| Grade 5 RAD <input type="checkbox"/>             | <input type="checkbox"/> | Modern Jazz Grade 4- Mon <input type="checkbox"/>             | Tap 6 <input type="checkbox"/>                             |
| Grade 6 RAD <input type="checkbox"/>             | <input type="checkbox"/> | Modern Jazz Grade 5 <input type="checkbox"/>                  | Advance Tap <input type="checkbox"/>                       |
| Pointe <input type="checkbox"/>                  | <input type="checkbox"/> | Modern Jazz Grade 6 <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 Yr 1 <input type="checkbox"/>   | <input type="checkbox"/> | Dorothy Gladstone <input type="checkbox"/>                    | Advance Gold Star <input type="checkbox"/>                 |
| Intermediate RAD Yr 2 <input type="checkbox"/>   | <input type="checkbox"/> | <b>Interested in Jazz Exam</b> <input type="checkbox"/>       | Dorothy Gladstone <input type="checkbox"/>                 |
| Advance 1 RAD <input type="checkbox"/>           | <input type="checkbox"/> | Contemp - Wed <input type="checkbox"/>                        | <b>Interested in Tap Exam</b> <input type="checkbox"/>     |
| Advance <input type="checkbox"/>                 | <input type="checkbox"/> | Contemp - Tues <input type="checkbox"/>                       | <b>Student Teacher's</b> <input type="checkbox"/>          |
| <b>Exams &amp; Assessments</b>                   | <b>Interest</b>          | Contemporary - Thurs <input type="checkbox"/>                 | <b>Hip Hop - Junior or Interm</b> <input type="checkbox"/> |
| Classical Exam <input type="checkbox"/>          | <input type="checkbox"/> | Open Contemp - Fri <input type="checkbox"/>                   | <b>Musical Theatre - Junior</b> <input type="checkbox"/>   |
| Classical Assessment <input type="checkbox"/>    | <input type="checkbox"/> | <b>Interested in Contemp Exam</b> <input type="checkbox"/>    | <b>Musical Theatre - Inter</b> <input type="checkbox"/>    |
| Theatrical Exam <input type="checkbox"/>         | <input type="checkbox"/> | <b>C.S.T.D. Convention</b> <input type="checkbox"/>           | <b>Musical Theatre - Senior</b> <input type="checkbox"/>   |
| <b>Eisteddfod Group-</b><br>Jazz, Tap, Ballet    | <input type="checkbox"/> | <b>Eisteddfod: Solo, Duo &amp; Trio-</b><br>Jazz, Tap, Ballet | <b>Singing - Interm or Snr</b> <input type="checkbox"/>    |
| Contemporary, Performance                        |                          | M / Theatre, Contemporary                                     | <b>Acrobatics / Tumbling</b> <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: \_\_\_\_\_

|  |   |  |
|--|---|--|
| <b>Postal Address:</b><br>PO Box 880<br>Park Ridge Qld 4125<br>Phone: (07) 3297 1245<br>Mobile: 0413059338 | <b>Enrolment Fee if paid by 28<sup>th</sup> January</b><br>\$25.00 \$35.00 \$40.00    | <b>I WISH TO PAY MY DANCE FEES BY THE FOLLOWING WAY: (PLEASE CIRCLE)</b><br><br>CASH      BPAY      D.DEBIT      CHEQUE<br><br><b>NB: PLEASE ADVISE IF YOU WOULD LIKE TO BE SET UP FOR BPAY OR D.DEBIT</b> |
|  | <b>Enrolment Fee if paid after 28<sup>th</sup> January</b><br>\$30.00 \$40.00 \$45.00 |  |
|  | 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 2018**

- 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 \$25.00 per child if enrolment form and fees are received on Open Day or by Sunday 28<sup>th</sup> January. If the enrolment fee is paid after 28<sup>th</sup> January, the enrolment is \$30.00 per child or \$40.00 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 29<sup>th</sup> January, 31<sup>st</sup> March, 30<sup>th</sup> June, 22<sup>nd</sup> September
- L. Bi-Term fees are due 29<sup>th</sup> January, 24<sup>th</sup> February, 31<sup>st</sup> March, 19<sup>th</sup> May, 30<sup>th</sup> June, 18<sup>th</sup> August, 22<sup>nd</sup> September, 3<sup>rd</sup> 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 30<sup>th</sup> November 2018.**
- 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/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Linda Hutchison - ARAD (Principal)*





## **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***