



# Enrolment Form 2017

## Student Information

**CURRENT CDS STUDENT**

**NEW CDS STUDENT**

**Surname:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**STUDENT CONTACT NUMBER (if any):** \_\_\_\_\_

**STUDENT EMAIL (if any):** \_\_\_\_\_

**DOB:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Age as of February 1<sup>st</sup>, 2017** \_\_\_\_\_

**Experience in Dance (Years):** \_\_\_\_\_

**Do you as a dancer, have any relevant medical conditions/allergies/learning difficulties**

**Yes**  **No**

**If yes, please list any allergies/on-going conditions or medications:**

\_\_\_\_\_  
\_\_\_\_\_

Please list the classes you would like to be enrolled in for 2017 – *Please note class times may change:*

**Class:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Class:** \_\_\_\_\_

*Would you like to do a class that we don't already offer? Please place suggestion below.*

\_\_\_\_\_

## **EMERGENCY CONTACTS**

If the student enrolling in classes for 2017 is under the age of 18, a Parent/Guardian **MUST** fill in the required fields below. *Please state email addresses that you check regularly* as you will receive the term newsletter, important updates and information regarding payments, classes, events etc.

If you are over 18 please state **TWO** emergency contacts – No email is required.

### **CONTACT 1**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Please inform reception should this information change*

### **CONTACT 2**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Please inform reception should this information change*

## **TERMS & CONDITIONS**

*Please ensure that you have read and understood the relevant section of the terms and conditions. We cannot be held responsible for any errors caused by failure to read or understand the terms and conditions in full.*

### **TERM FEE POLICY**

- Fees for dance lessons are charged at the beginning of each term.
- Payments for classes are required in FULL by week 2 of term.
- Fees still outstanding in week 4 of the term will incur \$20 late fee
- Term fees that are carried over to the next term will incur \$40 late fee.
- Invoices are only sent on request (not automatically generated) as we like to confirm classes directly with patrons before they pay.
- If you are unable to pay your fees by the specified due date please contact us to arrange alternative payment options.
- No refunds are available for change of mind.
- Refunds are available to students who have obtained an injury which does not allow them to dance for the remainder of the paid term. In this case a medical certificate must be provided to CDS from their acting physician to receive a refund.
- Pro-rata fees are not available for missed classes due to public holidays or personal reasons. Make up classes are available for students.
- Pro-rata fees will only be available to new students starting from week 4 of term.

**Initial:** \_\_\_\_\_

### **INJURY/MEDICAL CONDITION POLICY & CONSENT**

- It is the students/parents responsibility to inform their teacher of any injuries/medical conditions prior to class commencing.
- Basic first aid is available to every CDS student.
- In the event of an injury obtained on CDS premises a parent will be contacted. If CDS staff members are unable to speak to an emergency contact, I authorise CDS Directors to seek medical treatment for my child.

*I hereby acknowledge that with any physical activity there is a risk of personal injury involved. I understand that CDS staff members take the utmost care to provide a safe dance experience for my child and neither CDS nor its teachers are responsible or liable for any injury/accident that may occur.*

Initial: \_\_\_\_\_

## MEDIA CONSENT

At CDS we use social media to promote our school. Pictures/videos may be taken in class and at performances and posted to Instagram, Facebook and our own website.

*Please indicate below if your child is allowed to participate.*

I GIVE CONSENT

I DO NOT GIVE CONSENT

Initial: \_\_\_\_\_

## CDS CODE OF CONDUCT

- Students/Patrons of CDS are expected to be respectful and cooperative at all times.
- CDS does not tolerate any bullying/harassment of any kind including slander on social media.
- Students/Patrons must communicate with the front office regarding any CDS activities/issues/class attendance/queries.
- Students/Patrons are not authorised to contact CDS staff via social media regarding CDS matters.
- Students are not authorised to go outside of CDS premises into the Christian Life Centre unless using the bathroom facilities.
- CDS is not responsible for the damage or loss of property. At the end of each year the unclaimed items in lost property will be donated to the less fortunate.
- Students/Patrons of CDS are required to work with staff to keep a clean studio area.

Initial: \_\_\_\_\_

*Thank you for enrolling in Capital Dance Studios! **Please sign below** to acknowledge that you have accepted the terms & conditions.*

*Our objective is to provide an experience where every student enjoys coming to class and every teacher is able to do their job properly. We thank you for your cooperation in advance and we are looking forward to great year of dancing at Capital Dance Studios.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*We welcome you to drop off your form in the enrolment form box at the studio or scan and email to [capitaldancestudios@bigpond.com](mailto:capitaldancestudios@bigpond.com)*

**CLASSES WILL BE SENT VIA EMAIL ONCE PLACEMENT HAS BEEN CONFIRMED**