

# 2020 – Student Enrolment Form

## Brian Nolan Academy of Dance

1 – 39 Russell Street, Werribee, VIC, 3030

Email: dance\_bnad@live.com

Brian Nolan



Academy of Dance

Please fill out ALL SECTIONS of the Enrolment Form clearly.  
This form must be accompanied by a **\$40 administration fee**  
which must be paid prior to commencement of any classes.

### **Student Details** (Please fill out this section)

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

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age as of 1<sup>st</sup> January 2020:** \_\_\_\_\_

### **Language Spoken** (Other than English – Please Circle) \_\_\_\_\_

Cantonese \_\_\_\_\_ Mandarin \_\_\_\_\_ **Other** (Please Specify) \_\_\_\_\_

Any medical condition/s: ☐ Yes ☐ No If yes, please specify: \_\_\_\_\_

**In Case of Emergency:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Parent Details** (Please fill out this section)

**Parent Name 1:** \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Mobile: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

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

**Parent Name 2:** \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Mobile: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

#### **OFFICE USE ONLY:**

Date: \_\_\_\_\_ Admin Fee Paid: \_\_\_\_\_

Signed: \_\_\_\_\_ Invoice No: \_\_\_\_\_

Starting Date: \_\_\_\_\_ ☐ Excel ☐ MYOB ☐ Class Sheets

## **Past Experience** (Please fill out this section)

What year did you commence at Brian Nolan Academy of Dance? \_\_\_\_\_

Have you ever danced before? ☐ Yes ☐ No If yes, how long? \_\_\_\_\_

What was the name of your previous dance school? \_\_\_\_\_

What classes did you participate in? \_\_\_\_\_

Have you ever sat any Ballet Exams? ☐ Yes ☐ No If yes, which style? \_\_\_\_\_

What was your last exam result? \_\_\_\_\_

How did you hear about Brian Nolan Academy of Dance? \_\_\_\_\_

## **Terms and Conditions of Enrolment** (Please read carefully)

### **Fee Payments**

1. An administration fee of \$40 which is paid upon enrolment and prior to commencement of classes.
2. All fees are invoiced for each term and due in full by the due date on the invoice, 10 days after issue date.
3. An automatic late fee of 10% of the amount owing or capped at \$40 will be added to your invoice if not paid on due date (11+ days) and a second late fee will be added at 28+ days if fees remain unpaid. Further to this a debt collection agency may be imposed if deemed necessary.
4. Students may be excluded from class and all performances until such payments are made.
5. Fee payments are non-refundable unless a terms notice (10 weeks) is given prior to leaving date and must be given in writing or email confirmation. Consideration may be given in exceptional cases. Please note all fees are non-transferable.

### **Production and Costume Levy: (Compulsory Fees if doing Concert)**

1. Students enrolled with Brian Nolan Academy of Dance who participate in competitions and/or end of year production must attend all required classes and rehearsals.
2. Each student is required to pay an annual costume levy for each style they train in.
3. An annual production levy is required from each student performing in the end of year Concert which is payable in term four and is non-refundable.
4. All costume levies paid are non-refundable unless reasonable time is given (10 weeks).

### **Classes**

1. Students must be punctual to all classes and must be sufficiently warmed up prior to the class.
2. Students or their Parent/Guardian must call the teacher and or administrator prior to the commencement of the class if the student is going to be absent or is running late.

### **Health or Accidents**

1. Students must complete the Par Q form at the commencement of enrolment, informing us of any health issues that may require assistance or medication. The Brian Nolan Academy of Dance cannot be responsible for any student's health if we are not informed of any ongoing medical condition/s.
2. If a student is affected by any contagious medical condition the Brian Nolan Academy of Dance must be notified immediately. The student will be unable to return to classes until such time as recommended by the student's Doctor and the Brian Nolan Academy of Dance is provided with a Doctors Certificate.
3. In case of emergency, the student (over 18 or Parent/Legal guardian) authorise the Brian Nolan Academy of Dance to seek medical assistance if necessary and they (student or parent/guardian hereby agree to cover any and all costs that may occur.

## Copyright, Recordings, Photography and Video (Video Fee Compulsory if doing Concert)

1. By enrolling, the Brian Nolan Academy of Dance is the copyright owner of any recordings (audio or video) or photographs of students participating for or in any Brian Nolan Academy of Dance classes, rehearsals or productions.
2. The Brian Nolan Academy of Dance may (at any time) use such recordings of students participating in the Brian Nolan Academy of Dance classes, rehearsals or productions for publicity or social media or advertising without the need for further consent or approval.

### In signing this form, I acknowledge that:

1. Upon registration, I am enrolled for the entire calendar year with the Brian Nolan Academy of Dance (BNAD)
2. In order to protect the integrity of the BNAD - students are NOT allowed to attend outside classes, courses and/or seminar's etc. without the permission of the Artistic Director Brian Nolan. Any student/s found to attend any outside classes **without permission** risk being suspended from any or all classes and no refund will be allowed.
3. If a student wishes to withdraw from the BNAD a full terms notice must be given in order for any refund or part, there-of (as teachers are contracted for a full term) otherwise no refund is available.
4. All fees are invoiced per term (in line with the current Victorian School Terms). Each Term may vary in length i.e. 8 weeks, 12 weeks, 11 weeks etc. but total 40 weeks so to make admin. easier - each term is calculated to a 10-week term so payments remain constant.
5. All fees are invoiced for each term and the payment of the full fee amount is due and payable ten days after the invoice date each term (this date will be displayed on the invoice as the due date).
6. A Late Fee will be imposed for any invoices not paid for by the due date. This fee will be 10% of the overdue amount or \$40 (whichever is greater)  
The BNAD debt recovery policy is as follows.  
Invoice issue date + 10 days = No late Fee  
Invoice issue date + 11 days = Late fee added  
Invoice issue date + 21 days = Student may be excluded from class/es until fees are paid. (Students may return to class/es upon receipt of payment)  
Invoice issue date + 28 days = Second late fee added.
7. Further, the BNAD reserves the right to enlist a Debt collector (for recovery of fees) and should they be required any and all additional fees will be met and added to the outstanding invoice.
8. I understand that any and all class fee payments are non-refundable.
9. The student understands that: acceptance into the school does not automatically allow said student/s to participate in competitions, exams, scholarships and/or bursaries etc. as students are selected on merit and invited to participate.
10. I have read, understand and accept the Brian Nolan Academy of Dance Conditions of Payment and Enrolment rules as stated above.
11. Please keep a copy of these Terms and Conditions along with your Brian Nolan Academy of Dance receipts for your records.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Printed Name:** \_\_\_\_\_

## Classes for 2020

Please tick the classes that you will be enrolling in for 2020 – see timetable for class times.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>BALLET</b>						
Babies Ballet						
Pre-Primary						
Primary						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Intermediate Foundation						
Inter Foundation Point						
Intermediate						
Advanced Foundation						
Advanced Foundation Pointe						
<b>THEATRICAL – Jazz &amp; Tap</b>						
Babies Jazz						
U8 Jazz						
Junior Jazz 10 & Under						
Intermediate Jazz 13 & Under						
Senior Jazz Over 13						
Tap						
<b>THEATRICAL – Acro &amp; Contemporary</b>						
Acrobatics						
Junior Contemporary						
Inter Contemporary						
Musical Theatre						
<b>PRIVATE LESSONS</b>						