

Terry Simpson Studios

ENROLMENT PACK

To enable registration confirmation please complete and email back to us:

- Enrolment Form
- Terms and Conditions
- Class Record Form



Terry Simpson Studios

City Studio – 212 Gays Arcade, Adelaide S.A. 5000

Email: terrysimpsonstudios@hotmail.com

Website: www.terrysimpsonstudios.com.au

Phone: (08) 8223 4374



ENROLMENT FORM

Student's Name: _____

Grade: _____

Date of Birth: _____

PARENT/GUARDIAN # 1

Name: _____

Address: _____

Postcode: _____

Home #: _____

Mobile #: _____

Work #: _____

Email: _____

PARENT/GUARDIAN # 2

Name: _____

Address: _____

Postcode: _____

Home #: _____

Mobile #: _____

Work #: _____

Email: _____

Please Note:

We abide by the Royal Academy of Dance Code of Conduct and Child Protection Policy. Some physical contact may be necessary by members of the faculty during classes, workshops, examinations and performances.

Photography and videos in class are by permission of faculty members only.

Please sign _____

Parent/ Guardian Name _____

Date _____

Student's Medical conditions/ Allergies (if applicable):

How did you get in contact with this ballet school? (Please tick) :

☐ Personal Recommendations

☐ Website

☐ Dance Magazines

☐ Social Media

☐ Other _____

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Adelaide S.A. 5000

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TERMS & CONDITIONS

Fees are payable at enrolment or first week of term. If fees are paid in full at these times there will be no administration fee.

No invoice is issued unless account is overdue.

Invoices will be issued after week three (3) for any unpaid fees and an administration fee of **\$11.00** will be charged.

If part payment only has been received, an administration fee of **\$5.50** will be charged.

If payment is not paid in full by week eight (8) a further \$11.00 will be added to fees.

Administration fees are charges to cover the extra time and expense incurred with outstanding accounts.

If accounts are not paid in full by end of term students may not be allowed to enrol in the following term.

- Fees are non- refundable. Amendments may be made in the case of prolonged illness or other exceptional circumstances as agreed with Miss Simpson.
- Classes missed must be made up within the same term.
- Fees will be adjusted if there is an increase in hours and it is the parent's responsibility to pay the difference within 7 days to avoid administration fees.
- If a student withdraws from any class notice must be given within 7 days.

Payment may be made by :

- **Cash , Cheque or Postal Order in a clearly marked envelope with students name and given to teacher**
- **Cheque or Postal Order posted to Terry Simpson Studios 212 Gays Arcade Adelaide SA 5000**
- **Direct debit to: Bank of SA BSB 105086 A/c 042746540 and an email should be sent to terrysimpsonstudios@hotmail.com with the student's name and amount paid.**

Any queries regarding accounts should be directed to Mrs Villios (08) 8370 5672 mobile: 0417 832 399

Please avoid calling the studio regarding account queries.

PLEASE NOTE:

Some physical contact may be necessary by members of the faculty during classes, workshops, exams and performances to demonstrate exercises or techniques, make corrections to posture and assistance with hair, make up and fitting of dance wear and to administer first aid if necessary.

PARENT/ GUARDIAN COPY Please keep this copy for your records. Please sign copy below and return to Terry Simpson Studios

CUT.....

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Please sign and return this copy to Terry Simpson Studios

I _____ Parent /Guardian have read and understood the terms & conditions and agree to abide by the above conditions.

Signed _____ Date _____ Students name _____

Email _____

Terry Simpson Studios

RECORD OF CLASSES BEING ATTENDED: TERM _____ YEAR _____

This form must be filled out prior to the beginning of each term. An admin fee will be charged after the end of week 1 if payment is not received.

Students Name.....Telephone No..... DOB.....

Address.....Email address.....

Payment Options (Please tick): ☐ Cheque ☐ Cash ☐ Direct Deposit (Bank SA BSB 105086 A/c 042746540)

Email should be sent to terrysimpsonstudios@hotmail.com with the student name and amount paid

All classes must be recorded including Unlimited classes. Please use a separate form for each student.

DAY	STUDIO	TIME	CLASS	HOURS
			Please use second form if not enough room.	

***NOTE: Private coaching will be charged at a separate rate from the above**

TOTAL HOURS _____ TOTAL FEES PAYABLE: \$ _____

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