

APO ARTS ACADEMY

celebrating 31 years in Performing Arts

Dance World Studios is a division of APO

ADULTS SHORT COURSES APPLICATION FORM 2019

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PLEASE PROVIDE US WITH A HEADSHOT PHOTO. IT DOES NOT HAVE TO BE A PROFESSIONAL PHOTO. A DECENT HEADSHOT SELFIE WILL SUFFICE.

Internal use only

SURNAME																				
GIVEN NAMES																				
DATE OF BIRTH										AGE				GENDER						

PERSONAL DETAILS

Street:

Suburb: State: Postcode:

TELEPHONE H W M

Nationality: **IMPORTANT: All notices are issued by email.**

Email address:

PRIOR TRAINING

Please provide us with some brief details regarding any prior training or experience (formal or informal) in dance, singing, acting, gymnastics or acrobatics. For beginners, this is not necessary to complete as there are no pre-requisites for beginner level courses.

STUDENT'S MEDICAL HISTORY

	YES	NO
Have you ever suffered from any ailment or serious injury?		
Have you recently been hospitalised?		
Do you suffer from any condition that may affect your ability to participate in the dance classes safely?		
Do you have any allergies?		
Are you on prescribed medication?		

If you answered YES to any of the questions, please provide more details:

Ambulance Member No Medicare Number

Private Medical Cover Private Member Number

EMERGENCY CONTACT Given Names Surname

Relationship to student BH AH Mobile

SELECT YOUR SHORT COURSE/S

Item	DAY	TIME	CLASS	LEVEL	TERM	TERM FEE	TOTAL
1.							\$
2.							\$
3.							\$
4.							\$
5.							\$
6.							\$
7.							\$
8.							\$
						SUBTOTAL DUE	\$
						Other	
						TOTAL	

FEE: \$ 180 per term per style, except for R.A.D. Advanced II \$220 per term. Credit card surcharge applies.

TERMS & CONDITIONS OF ENROLMENT

1. FEES

- A. Prices quoted are on a term basis unless otherwise stated. Students enrol on a term basis. There are 4 terms per year and terms are based on the Victorian Secondary School dates.
- B. All tuition fees are payable on enrolment &/or the start of each term. Fees are non-transferable to another class, term or person.
- C. Unless prior arrangements have been made in writing with the Administrator fourteen (14) days before the due date, failure to pay fees by the due date may affect the student's continuation of classes and APO Arts Academy (The Academy/ APO) shall have the right to refuse access to classes and performances and/or withhold reports. If payment is subsequently made, credits for missed classes will not be issued.
- D. In the event that the Academy incurs any expense in relation to the collection of any fees and charges, it will be entitled to charge (you) for these expenses, which shall include but not be limited to debt collection, agency fees, legal costs and disbursements.
- E. You acknowledge and agree that the Academy subject to any relevant privacy legislation, may disclose personal information to obtain credit reports either to assess credit rating or to collect fees and for this purpose obtain personal information from an entity that provides commercial credit worthiness information and disclose personal information to credit reporting or collecting agencies before, during or after entry of this agreement.
- F. The Academy reserves the right to cancel a class if there are less than 10 students enrolled per term and in this instance, refunds shall apply for class fees from date of cancellation.

G. WITHDRAWALS – Students are enrolled for the entire program (as per program dates), however, in the event that the Student terminates after the course starts, tuition fees are non-refundable and non-transferrable, except in the case of Total Incapacitation.

- H. **ILLNESS OR INJURY:** Where the Student becomes ill or suffers from a sickness or injury for less than thirty (30) consecutive days, there shall be no refund of fees for the time or duration that the Student remains absent from the course.
- I. **TOTAL INCAPACITATION:** If the Student becomes totally incapacitated due to serious illness or serious injury and is unable to continue for the remainder of the course, fees shall be payable only up until the end of the term in which the Student ceased training due to total incapacitation. In order to be eligible for the operation of Clause I, the Student must provide:
 - i) Satisfactory medical evidence in writing of Total Incapacitation for a period of at least sixty (30) consecutive days from the date of injury or illness, and
 - ii) Written Notice of termination on the grounds of Total Incapacitation.

2. REFUNDS

All group class fees are non-refundable, non-transferable nor eligible for a credit, except as specified below:

- A. **WITHDRAWAL BEFORE THE TERM STARTS** – less \$ 50 administration fee.
- B. **ABSENTEEISM** –Credits will only apply where a student has been absent from scheduled classes for 30 consecutive days or more as a result of serious illness or injury rendering him/her totally incapacitated, and the student's account has been paid in full, then a credit of equal value to the value of the classes not attended (as a result of incapacitation) will be issued to the student. The credit must be redeemed within six (6) months of application for a credit. Written notice of the student's intention to apply for credit must be received by the Academy on or before the commencement of the following school term, and must be accompanied by an approved Medical Certificate as verification. The balance for the following term shall be based on pro-rata fees.
- C. If the class is cancelled by the Academy due to insufficient enrolments, a full refund shall apply.

3. RULES

- A. Students are required to attend all the classes they are enrolled in. If there is a performance component in the course students must also attend all scheduled rehearsals and performances and be punctual at all times.
- B. Students are required to adhere to the grooming requirements, including correct uniform & hair and footwear for each class (refer to uniform requirement list). Baggy clothing, jewellery (incl watches) and other unauthorised accessories are not permitted in class. Unfortunately, students who persistently fail to comply with these requirements will not be allowed to participate in class.
- C. The Academy reserves the right to determine, at its discretion, the competency level of each student and will decide the appropriate class/es, performances and competition in which he / she participates or engages in.
- D. **Smoking or consumption of any alcoholic beverages or illegal substances is not permitted anywhere within the Academy grounds.**
- E. Family members or friends are not permitted in the classroom. Classes can be observed through glass windows.
- F. All patrons are required to keep the Academy premises neat and orderly.
- G. All patrons will be responsible for their own goods & property. The Academy will not be liable for any loss or damage to any person's property. Uniform or any belongings left in the studio is not the responsibility of The Academy. Please label everything.
- H. Students who are disruptive or disrespectful towards their teachers, other students and Academy staff will be asked not to participate in class.
- I. All patrons and their guests shall indemnify APO for any loss or damage to APO's property caused directly or indirectly by the patron and / or their guest.
- J. The Academy shall not be liable for any injury sustained by a student or patron whilst participating in a class and/or attending the premises of APO Arts Academy. Accordingly, you agree to hold APO Arts Academy harmless against all actions, proceedings, damages, costs, expenses, claims and demands instituted or made as a result of you, the student and or patron, sustaining a loss or injury. Whilst participating in class, students will be supervised by a qualified instructor.
- K. Classes advertised as 1 hour will run for 55 minutes to allow students to change shoes & have water & a snack before the commencement of their next class.
- L. Pets or animals are not permitted anywhere in the building.

4. PHOTOGRAPHIC RELEASE

- A. The Student consents to APO Arts Academy broadcasting & recording (by photographs, films, tape or otherwise) the student's participation in all Academy activities for exploitation throughout the world, with no limitations on time. All rights in the broadcasting & recording materials, including copyright therein and the ownership of the physical materials (negative, tapes, film), shall be APO Arts Academy's exclusive property. APO Arts Academy shall have the right to make & publish copies of the said broadcasting & recording including the right to use the student's name in relation to APO Arts Academy related activities only.
- B. Parents, students or guests are not allowed to film or photograph the student during classes, rehearsals or performances, except where express authority is obtained in writing or on open days held at the Academy where parents & guests are allowed to film classes.

- 5. **TEACHERS** - As most of our teachers are actively working within the entertainment industry, from time to time, substitute teachers may conduct the classes without prior notice, instead of the regular teacher. Nevertheless, we try to maintain consistency with teachers.

DECLARATION:

- I. I am a student over 18 years of age
- II. I have read, understand and agree to be bound by the terms and conditions of the Enrolment Form
- III. I agree to pay on demand all fees and/or expenses as provided for in the Enrolment Form relating to the above student
- IV. I will be responsible for the payment of all my fees
- V. In case of an emergency, I authorise APO to seek medical assistance when necessary and I agree to cover any medical costs incurred (including ambulance fees).

STUDENT'S SIGNATURE: _____ **PRINT NAME:** _____ **DATE:** _____

OFFICE USE ONLY

SURNAME	FIRST NAME
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TRIAL CLASSES

CLASS	DATE ATTENDED	FEE PAID	CLASS	DATE ATTENDED	FEE PAID

TERM 1 - 2019

Date Paid	Term Fee Due	Amount Paid	Balance	Payment Method	Reference No.	Inv No.	Processed by

COMMENTS:

TERM 2 - 2019

Date Paid	Term Fee Due	Amount Paid	Balance	Payment Method	Reference No.	Inv No.	Processed by

COMMENTS:

TERM 3 - 2019

Date Paid	Term Fee Due	Amount Paid	Balance	Payment Method	Reference No.	Inv No.	Processed by

COMMENTS:

TERM 4 - 2019

Date Paid	Term Fee Due	Amount Paid	Balance	Payment Method	Reference No.	Inv No.	Processed by

COMMENTS: