



TERMS AND CONDITIONS

1. REGISTRATION AND DEPOSIT

- 1.1 Registration fee of \$50 per student is due upon enrolment.
- 1.2 Registration fees are non-refundable.
- 1.3 A refundable deposit of \$100 per student, per class is due upon enrolment. This deposit secures a placement in the class.
- 1.4 With the deposit, you do not have to re-enrol each term as your child's place in the new term following enrolment is automatically reserved, unless you withdraw.
- 1.5 The deposit is refunded 30 days after the end of term only if:
 - a) The withdrawal form is submitted and received by a member of staff before our withdrawal deadline for the term (6 weeks before the term ends)
- 1.6 The deposit will be forfeited if:
 - a) Your child fails to take up a reserved space in a class or
 - b) Written notice of withdrawal is not given by the stated deadline (6 weeks prior to end of the current term).
 - c) Your child is withdrawn during the current term.

2. FEES

- 2.1 Fees are charged per term.
- 2.2 Fees will not be prorated, except for first-time student starting mid term.
- 2.3 Fees will be forfeited if your child is withdrawn during term time.
- 2.4 Fees are NON-REFUNDABLE, however we do consider the following exceptional circumstances:
 - a) If the Academy cancels a class with insufficient registration (full refund).
 - b) When student sustains an injury that does not permit them to participate over an extended period of time, the remaining course fee credit will be transferred to the following term, after verification of supporting medical certificate. If the injury justifies permanent withdrawal, the remaining course fee credit will be refunded and deposit will be forfeited.
- 2.5 Replacement Classes:
 - a) Credit will not be given for missed classes due to illness, school trips, holidays or personal commitments. Instead, a maximum of two missed classes can be 'replaced' per term by joining other classes of the same or similar dance level (based on availability). Please make sure to advise in writing if participant will be away in order to be eligible for a replacement class. Replacement classes will need to be booked in advance and need to be used within the same term.
 - b) If a class is cancelled due to sickness of the teacher, a health epidemic or any other foreseen or unforeseen event, the Academy will endeavor to reschedule the class. This may be on a different day or a different time or both from when the class was originally scheduled, and might involve an extension to the term time dates. No refunds will be given in this case.
 - c) There will not be classes on public holidays. If there are two public holidays that fall on the same day in one term then only will participants be entitled to an additional replacement class. No refunds will be given in this case.

3. PAYMENTS

- 3.1 Invoices must be settled prior to the start of each term, on the specified due date.
- 3.2 Payment Options:

- a) In person to: All That Jazz Dance Academy's Studio, for cheque, cash, Nets, Visa & Mastercard transactions.
- b) PayNow: UEN – 201534218K
- c) Bank Transfer to: DBS Bank (Shenton Way)
Current Account #003-933172-0
- d) Cheques payable to **All That Jazz Dance Academy Pte. Ltd.**

3.3. A \$20 late fee will be automatically assessed for fees received after the due date.

3.4 Returned cheque fee is \$25.00.

3.5 If any fees remain outstanding after the start of term., the academy reserves the right to ask participants to leave the class.

4. NOTICE OF WITHDRAWAL

4.1 Once enrolled, your child is enrolled on a continuous basis until a withdrawal request has been logged.

4.2 If for any reason you wish to withdraw from classes, a withdrawal form must be submitted by the parent or guardian before the given deadline. A withdrawal date will be set for each term (6 weeks before the end of the term).

4.3 Intention to withdraw must be communicated in writing (telling the teacher or over the phone will not be accepted as notice of intention to withdraw from a class).

4.4 There are strictly no refunds or transfers of fees between students or terms, should a participant stop their current term classes.

5. INJURY/INSURANCE

5.1 Students with an existing injury must notify the academy when registering, and attend classes at their own risk.

5.2 Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal class activity or any other activity conducted by the students before, during, or after class.

5.3 All That Jazz Dance Academy does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies. And if injury occurs it is understood that the participant's own policy is their only source of reimbursement.

6. PERFORMANCES

6.1 Performance participation for our annual recital is open to all and is optional.

6.2 There are strictly no refunds for recital registration fee, costumes or tickets.

6.3 In fairness to their classmates, recital participants who miss three consecutive lessons in a row must book private lessons at their own costs to catch up on missed choreography.

7. EXAMS

7.1 Students are assessed throughout the year for exams.

7.2 Students are selected for examinations solely at the discretion of the teacher and approval from the director, students are then invited to participate in the exams.

7.3 Exams are optional.

8. SCHEDULE & CLASS CHANGES

8.1 The Academy reserves the right to alter the advertised program and/or teacher without prior notice. The information on this page and other printed or electronic brochures/notices is correct at the time of print or posting.

8.2 Students wishing to make a class change must first obtain approval from the teacher/director.

9. SUBSTITUTION

The Academy reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes without prior notice.

10. PRIVATE LESSON

If a private lesson is cancelled less than 24 hours prior to the lesson, 50% of the fee will be retained.

11. DISCOUNTS

Where two or more family members attend classes, 10% discount will be applied to the lower tuition amount for the term. The discount will commence at the start of the next term providing at least two family members are still enrolled.

12. DRESS CODE

12.1 All students must be appropriately dressed for class in correct studio uniform and correct footwear. It is MANDATORY for the safety and the overall well being of the student's dance education.

12.2 All students must be appropriately groomed for class, with their hair tied back securely.

12.3 An instructor reserves the right to dismiss a student from class after one warning. This policy must be respected, it is to benefit students and also to instill discipline and a sense of responsibility.

12.4 Female students must have their hair in a bun with hair net and pins for every ballet and jazz class. Female students with short hair must secure it with a soft headband.

12.5 Male students should have their hair off their face.

12.6 No jewelry may be worn during class (earrings, watches, etc.)

12.7 It is very important that all belongings are labeled.

13. STUDIO RULES

13.1 No food or drinks of any kind are permitted in the dance studios.

13.2 No outside shoes are to be worn in the dance studios.

13.3 Class will be conducted with the doors closed.

13.4 Students must arrive to class on time and be dance-ready.

13.5 Attendance is taken at the beginning of each class.

13.6 It is the responsibility of the parents to drop off and pick up their child from class promptly.

13.7 Parents/guardians of children under 5 years of age are responsible for their child's toilet breaks.

13.8 Viewing a class may be scheduled with the teacher, and approved by the director. Only parents are allowed for scheduled private viewings.

13.9. Parent Teacher meetings are set once a term. Please look out for dates in our newsletter to book your slot.

13.10 If a student is unable to dance, but is feeling well enough to attend class, we expect them to participate by observing so that they will retain key elements of class. Students who feel ill, have a fever, or are exhibiting "contagious" cold symptoms should stay home and rest. Cases of prolonged absence due to illness or injury should be discussed with the teacher.

14. LOBBY RULES

14.1 No students under 12 years of age are permitted to leave the academy's premises without an adult, unless permission has been given in writing.

14.2 Please try to keep the lobby as quiet and clean as possible.

14.3 Please do not interrupt the teacher while the class is in session.

14.4 We are not responsible for unsupervised children.

14.5 The Academy is not responsible for any lost or damage items.

15. DATA PROTECTION

15.1 All That Jazz Dance Academy holds information about our customers to enable us to carry out our business as a dance school. The information includes the contact details supplied to us and may also include information on examiners, courses and students' records.

15.2 The academy will not disclose your information to third parties except where the law allows or requires, or where you have given your permission to do so.

16. RELEASE OF LIABILITY

16.1 As the legal parent or guardian, I release and hold harmless All That Jazz Dance Academy, its owners and operators from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or in route to or from any of said premises.

16.2 I understand that appropriate physical contact is required during the instruction of dance, and I give permission for instructors to make appropriate physical contact with me or my child for such instruction.

17. MEDICAL EMERGENCIES

17.1 As the legal parent or guardian, I give permission to All That Jazz Dance Academy, its owners and operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian.

17.2 I hereby declare that I have informed the Academy in writing of any physical/mental problems, restrictions, or conditions and/or declare the participant to be in good physical and mental health.

18. PHOTO/VIDEO RELEASE AND AGREEMENT

18.1 It is understood that All That Jazz Dance Academy reserves the right to use any photography and/or videography of students' performances for purposes of advertising and promoting the studio.

18.2 I give permission for All That Jazz Dance Academy to take photos and videos of me or my child while participating in All That Jazz Dance Academy dance classes and activities for promotional purposes.

18.3 All ownership (including copyright) as well as all other rights, title and interest in and to the photography and videography shall belong exclusively to All That Jazz Dance Academy Pte Ltd.

19. CHANGES TO THE TERMS AND CONDITIONS

The academy reserves the right to change and modify these terms and conditions.

20. AGREEMENT TO THE TERMS AND CONDITIONS

Term and conditions must be accepted with appended signature of the parent and/or guardian.

By enrolling yourself or students in the school, parents and guardians of students attending classes are taken to have accepted the Terms and Conditions.