

Terms and Conditions of Enrolment

1. Materials

All students must bring the required materials listed for their class as they are stated in the *Uniform & Materials Lists (2024)*. Private Vocal Lessons: Students may be required to purchase sheet music & backing tracks due to current copyright legislation.

2. Practice

Students are expected to practice regularly. In accepting a place at the Alberta Rose Performers Company students are expected to maintain a consistent practice routine and meet any practice deadlines given in class.

3. Uniform

All students must have the appropriate uniform and footwear for their class as per the current *Uniform & Materials Lists (2024)*. All clothing and shoes must be clean and in good condition, with no holes. No jeans, denim, dresses, skirts, loose tops or street attire is to be worn in class. Violation of this rule may result in the non-participation of the student. Appropriate clothing must be worn over dance uniform when arriving and leaving class. Dance shoes are not permitted to be worn outside of class. Students must arrive with their hair neat and off the face. Long hair must be neatly secured. No jewellery (including watches and smart watches) are to be worn in class.

4. Enrolment Policy

All students wishing to enrol at Alberta Rose Performers Company must first complete an enrolment form available at thealbertaroseschool.com/enrol-2024. Enrolment forms to be returned prior to the commencement of classes. Students will be allocated to the most suitable class level and age group according to the standards of the school. Students are automatically enrolled on a 12 month basis. ***Unless written withdrawal notice is received 4 weeks prior to the commencement of Term 1 the subsequent year, a student's enrolment will automatically roll over into the subsequent year.***

5. Fees & Payment

Course fees are to be paid by WEEK 1 of each term. Fees are paid per term and payment of all fees is non-refundable and non-transferable. The enrolment fee is a set fee and cannot be altered, regardless of the number of lessons a student attends or is planning to attend in the term. Payments may be made by direct deposit. Cash payments only by prior arrangement. An annual Administration Fee of \$70 per student is payable each year to contribute to the cost of music, scripts and licensing, photocopying, printing, insurance, equipment and equipment hire. Discounts do not apply to this fee. This fee is due at the time of enrolment.

6. Late Payment

Overdue accounts will incur a late payment fee of \$10 per week overdue. If you are experiencing financial difficulty and require more time to pay your account, please contact the school directly. Payment arrangements must be confirmed in writing by the school prior to the end of the first week of term.

7. Technology

No technology (including mobile phones) is to be brought to class without prior permission.

8. Withdrawal Policy

Where a student wishes to withdraw from a class or from the Alberta Rose School of Music & Performing Arts, ***4 weeks written notice is required.*** There will be no refunds or credits for withdrawal from classes. By enrolling in the school, you commit to a 12 month, calendar year. If enrolment is broken prior to the end of the year (i.e. during the year) a cancellation fee will be charged. This also applies when transferring from one calendar year to the next (see also clause 4 *Enrolment Policy*).

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9. Casual Lessons

Lessons undertaken in addition to a student's regular weekly class are not included in a student's term enrolment fee and will be billed based on the most current Schedule of Fees.

10. Group Lessons

Students enrolled in a Duo or Trio Private lesson will not be given solo work for performance or examination.

11. Absence & Level of Commitment

Alberta Rose Performers Company seeks to offer a platform for students who display promise and dedication in the performing arts. Participation and attendance is imperative. Students should not miss class, unless in the case of sudden illness or personal/family tragedy where written notification can be provided. Students who are absent for extended periods or who are absent for rehearsals and/or classes may forfeit their place in the class. Any upcoming known absences for the year (e.g. school camp, family holidays) should be submitted to the school in writing at the time of enrolment. ***In the case of missed classes, students are expected to contact the school to catch up on any work missed. In the case of extended periods of absence (i.e. school camp, holiday) we ask that you advise the school well in advance, particularly in the case of performances and competitions where commitment is relied upon. In the case of performances, students must be present for all major rehearsals and performances held during the school term unless written notification has been approved at the time of enrolment.***

COVID Policy

It is a responsibility of all attendees of Alberta Rose School that they do not attend classes and facilities if experiencing symptoms related to Covid 19.

Students who are absent due to reasons relating to Covid 19 are responsible to advise Alberta Rose School at earliest notice as well as contact their teachers to catch up on any missed work.

Where required, this may, but not necessarily, involve booking in for an additional lesson at the student's own expense.

12. Public Holidays

ARPC classes still operate on long weekends (excluding Easter).

Private lessons will be held on **Anzac Day** and **AFL Grand Final Friday**. There will be no lessons on the following Public Holidays unless prior arrangement has been arranged: Labour Day, Good Friday, Easter Saturday, King's Birthday, Melbourne Cup.

Absence for long weekends: - notice is to be given at the time of enrolment (if possible) or 4 weeks prior.

13. Photography & Filming Policy

Students/Parents are not permitted to video or photograph classes, students or staff at anytime, unless given written permission by the staff or individuals involved. In the interests of child safety, photos of children should not be posted on social media platforms without the written permission of the child's parent/guardian. Annual performances and/or competition videos are not to be posted on public websites or social media without the written permission of Alberta Rose School of Music & Performing Arts. Photography and filming of live performances and rehearsals is strictly prohibited without written authorised permission.

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14. Photo & Video Release

The Alberta Rose School of Music & Performing Arts may feature photos and/or videos of students on our school's website, Youtube channel, social media, newsletter and other promotional items. In the case of industry masterclasses, these photos may also be featured on promotional material not issued by the school. By enrolling your child, you consent to have your child featured in this material.

Please advise if you do not want your child to feature in these photos and/or videos.

The Alberta Rose School of Music & Performing Arts is the owner of the photographic and digital images and/or audio and visual recordings taken of students by, or on behalf of, Alberta Rose School of Music & Performing Arts at, or in relation to, an Alberta Rose class or event. Students and parents are not entitled to any remuneration, royalties or any other payments from Alberta Rose in respect of the use by Alberta Rose of the photographic and digital images and/or audio and visual recordings.

15. Video/Audio Recording of Lessons

Video/Audio recording of lessons is prohibited, unless authorised in writing by Alberta Rose School of Music & Performing Arts. Any video or audio recording necessary for practice or performance may be done at a time arranged with the Teacher and student and/or parent. Where this is not during a student's weekly lesson, a fee based on the current hourly rate will apply.

16. Parent-Teacher Communication

Communications must be directed to Alberta Rose School of Music & Performing Arts via email or phone. Teachers are not available during or in-between class time to discuss matters or answer queries. The school contact details are at the end of this document.

17. Participant Code of Behaviour

Students are required to attend all classes punctually and as a courtesy, apologise when interrupting a class and advise teachers in advance if they will be absent from a class. Students are also required to moderate their language and conversation around fellow students and teachers while at, or in relation to, an Alberta Rose class or event. Students are to be mindful that they are role models, especially for younger students. They are also required to moderate their language, conversation and behaviour at, or in relation to, an Alberta Rose class or event when they are representing the school at Eisteddfods/Competitions/Performances. Good presentation is paramount, both in class and when representing the school at external events. Student honesty is mandatory and all students are expected to show kindness, acceptance and respect to their fellow students and teachers.

Students and their families are expected to abide by the school's most current Policies and Procedures available on the school's Dropbox.

18. Accompaniment

We are pleased to be able to offer students access to discounted accompaniment services for their competitions and exams. For more information, please consult the current Schedule of Fees.

19. Solos/Duos/Trios

Private lessons to prepare competition work are available. Selected students may represent Alberta Rose Performers Company in solos, duos and/or trios in competition. All choreography or direction for competition that is taught outside of students' regular class must be arranged and paid for separately to their regular class.

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20. Lost, Damaged or Stolen Property

The Alberta Rose School of Music & Performing Arts does not take responsibility of items belonging to the student that are lost, stolen or damaged during, before or after class. Lost property items will be kept until the end of each year, after which if still unclaimed will be discarded.

21. Loss or Damage of Property Belonging to the School and/or Facilities

Items belonging to the Alberta Rose School of Music & Performing Arts that are loaned to students for use in practice, performance or any other means must be well looked after and returned in the state that they were given out. Any lost or damaged items, building or equipment will be the responsibility of the parent/student to replace.

22. Drop Off/Pick Up of Students

Students are expected to be dropped off and collected at the agreed times of their lesson/class. If you arrive early to your lesson, we ask that you wait courteously outside of the premises, keeping in mind that there are often classes taking place before your lesson and to interrupt these classes is an inconvenience to other students and staff. If unforeseen circumstances should occur that prevent a child from arriving or being collected on time, parents should, where possible, do everything in their power to notify the school so that other arrangements can be made. The Alberta Rose School of Music & Performing Arts accepts no responsibility for students who arrive early or remain late from their agreed class/lesson time.

23. Production Classes & Costume Hire

Performance/Production classes are held during the year. These are billed in addition to the student's term fee. Costume Hire starts from \$25 per full costume.

24. Creative Disclaimer

All choreography, direction, scripts, arrangement, costume and set design belong to Alberta Rose School of Music & Performing Arts and cannot be used without written permission.

Office Hours & Contact Details

Alberta Rose School

Tuesday - Fridays

10am - 6pm

Saturday

9am - 3pm

m. 0410 150 771 Viki

If unavailable, please text and we will get back to you as soon as possible.

The school is not open on Mondays & Sundays for contact.