



ENROLMENT

1. Annual Enrolment
All students must complete an online enrolment form at the beginning of each year. If your contact details change, it is your responsibility to inform WSDA and update them via the parent portal.
2. Registration Fee
A \$29.00 per student registration fee is applied to all accounts annually. For mid-term enrolments, registration fees still apply, and invoices will be prorated based on the enrolment date within the term.
3. Cancellation Policy
A minimum of two weeks' written notice via email to WSDA is required to cancel enrolment. Please note:
 - Refunds will not be provided.
 - The two-week cancellation notice period applies during school holidays and cannot be applied mid-term.
4. Exclusive Enrolment
Students may not enrol in or attend dance classes at another dance studio without prior consent from WSDA.
5. Discontinuation of Enrolment
WSDA reserves the right to discontinue a student's enrolment due to misconduct or misbehaviour.

PAYMENTS

6. Payment Terms
All fees are due in full within two weeks of receiving an invoice. Late payments will incur the following penalties:
 - A \$50 late fee for payments made after the due date.
 - An additional \$50 weekly penalty for fees outstanding beyond the sixth week of the term.
7. Payment Flexibility
WSDA is open to discussing payment plans for families facing financial challenges.
8. Non-Refundable Fees
Term fees are based on enrolment, not attendance. Refunds will not be provided for missed classes or holidays.
9. Outstanding Fees
Students with outstanding fees will not be permitted to participate in the end-of-year concert.
10. Payment Methods
WSDA uses Jackrabbit for enrolments and online payments. Paying by credit card through Jackrabbit will incur a surcharge. To avoid surcharges, payments can be made via bank transfer:

Account Details:

- Whitney Schofield Dance Academy
- BSB: 062 264
- Account Number: 1023 1604

Please forward the remittance advice to WSDA after completing a bank transfer.

11. ePayments
WSDA reserves the right to process ePayments through Jackrabbit from week 7 of a term for any outstanding tuition fees. Please note, a credit card surcharge may apply.

CLASS ATTENDANCE & PUBLIC HOLIDAYS

14. Attendance
Parents must mark their child as absent in the parent portal if they will miss class or be on holiday.
15. Public Holidays
Classes are not held on public holidays, but term payments remain unchanged. Refunds or discounts are not provided for holidays or missed classes.

WATCHING CLASSES

16. Observation Policy

Parents and families may observe classes on the final lesson of terms 1 and 2, subject to change. Weekly class observations are not permitted to ensure dancer focus.

UNIFORM & GROOMING

17. Dress Code

Students must wear the correct WSDA uniform and appropriate footwear for each class. Hair must be neatly styled in a bun with no loose strands. Jewellery is not permitted in class.

CHOREOGRAPHY

18. Intellectual Property

All choreography created by WSDA or WSDA's teachers, remains the intellectual property of the academy. Choreography cannot be used or entered into competitions without prior approval from WSDA. Choreography created under WSDA (whether solos or troupes), is not permitted to be rehearsed by teachers outside of WSDA.

LOST PROPERTY

19. Responsibility for Belongings

While WSDA stores lost property, we are not responsible for items left on the premises. Parents should label all clothing and shoes. Unclaimed items will be disposed of or donated at the end of each term.

FOOD & DRINK

20. Studio Policy

Food is not permitted in the studio. Only water is allowed, and water bottles must be labelled.

TIMETABLE

21. Changes

WSDA reserves the right to adjust the timetable as needed. Changes will be communicated in advance. Additional rehearsals may be scheduled for exams or concert preparation.

CECCHETTI BALLET EXAMINATIONS

22. Participation

Students enrolled in ballet from Pre-Primary upwards are expected to participate in annual Cecchetti ballet exams, subject to readiness. Parents must notify WSDA by the end of Term 1 if their child will not participate. WSDA will notify parents in Term 2 if their child is ready to take their yearly exam.

23. Exam Costs

Exam fees, including examiner and pianist costs, are the responsibility of parents.

ANNUAL CONCERT

24. Participation

All students participate in the annual end-of-year concert. Parents must notify WSDA by the end of Term 2 if their child cannot attend to avoid costume charges.

25. Concert Fee

There is a concert fee added to all accounts which includes the video charge, concert t-shirt & medal.

EISTEDDFODS

26. Commitment

Selected students must commit to a full year of participation in Eisteddfod troupes. Withdrawal is not permitted after acceptance. Cost of costumes are payable by parents.

27. Costs

Parents are responsible for costs associated with solo/private lessons, costumes, props, and entry fees for solo eisteddfods.

GENERAL SAFETY

28. Supervision

WSDA is not a licensed childcare provider. Students must be picked up promptly after classes.

Although, students are permitted to stay within the academy's premises between classes, WSDA is not responsible for students outside of class times.

29. Emergency Procedures

In emergencies, parents will be contacted immediately. In serious cases, an ambulance will be called.

ANTI-BULLYING

30. Policy

WSDA fosters a safe and respectful environment. Bullying or harassment in any form is not tolerated. Students and parents are encouraged to report incidents to staff for prompt resolution.

PHOTOGRAPHY & VIDEOGRAPHY

31. Media Use

By enrolling, you consent to WSDA using photographs or videos of classes and performances for promotional purposes. Notify WSDA in writing if you do not consent.

DAMAGE TO PROPERTY

32. Liability

Parents are liable for any damage caused by their children to WSDA's premises or contents.