

DMR SCHOOL of BALLET

Enrolment Form 2016/17

PLEASE PRINT CLEARLY

Date(dd/mm/yy): _ _ / _ _ / _ _

Student Name			M [] F []	DOB: _ _ / _ _ / _ _	
	First	Family	Sex	dd / mm / yy	
Mother Name:				Account Number:	
	First	Family			
Tel:					
	Home	Office	Mobile	Fax	
Email:	Mother (contact):			Student:	
Father Name:					
	First	Family			
Tel:					
	Home	Office	Mobile	Fax	
Email:	Father (contact):			Student:	
Helper Name:					
	First		Mobile		
Address:					
	/HONG KONG				
Sibling to:			M [] F []		M [] F []
	First	Family	Sex	First	Family



Special Notes Medical/Diet etc	
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*****COMPLETED BY DMR ADMINISTRATION*****

				Discount (%)	Net Fee
	Day / Time	<input type="radio"/> DMR	<input type="radio"/> DC	%	Net Fee
Classes Enrolled In	1) _____	_____	_____	_____	\$ _____
	2) _____	_____	_____	_____	\$ _____
	3) _____	_____	_____	_____	\$ _____
	4) _____	_____	_____	_____	\$ _____
	Dance Supplies	_____			\$ _____
	Dance Supplies	_____			\$ _____
Date of first Class				Deposit Payable (applies to Option 1 only)	\$ _____
				Credit for [_____] missed classes (initial month)	(\$ _____)
	[] Option 1 - Monthly / Deposit Payable				
	[] Option 2 - Five Months Payable				
	[] Option 3 - Ten Months Payable				

<input type="checkbox"/>	Cash				
<input type="checkbox"/>	Cheque	Cheque Number:	_____	Total	\$ _____

TERMS AND CONDITIONS OF ENROLMENT **PTO** >>>

	<u>Payment Options</u>	<u>Deposit</u>	<u>Payment</u>	<u>Bonus/Admin Charge</u>
1	Monthly payment	1 Month deposit	Payment by 15 th of month	Late payment admin charge \$50
2	5 months advance-Sep-Jan	No Deposit	Payment on signing of contract	Uniform gift card/voucher -3% of amount paid*
3	10 months advance-Sep-June	No Deposit	Payment on signing of contract	Uniform gift card/voucher-5% of amount paid*
	Extras and adjustments invoiced monthly.			*Terms and Conditions apply

DMR School of Ballet ("DMR")-Contract of enrollment-PLEASE READ CAREFULLY

1) Fees and Fee payment –

- DMR at its absolute discretion may amend fees during the academic year by giving 3 months notice.
- Tuition fees cover the full 10 month academic year (September-June) and must be paid according to options 1 or 2 or 3.
- Payment options are for tuition fees only - exam fees, show participation fees, performance tickets, costumes, uniforms etc. will be billed separately.
- All extra charges and fee adjustments will be made and debited in monthly invoice which requires immediate settlement.
- For option 1- One full Months fees deposit is required at registration. This will constitute the final month's payment (or part thereof) on receipt of appropriate written notice of termination of attendance. The deposit amount may be adjusted in accordance with changes in the classes taken by each child. If less than 1 months' written notice is provided, the deposit paid will not be refunded. At least ONE full academic months' notice of termination of attendance is required in WRITING or by email.

All payments must be made in advance - Dates of payment:

Option 1: First month at registration (including deposit), thereafter by 15th of the month invoiced.

Option 2: At Registration/ Signing of contract-first 5 months /by end Jan-second 5 month's payment.

Option 3: At Registration/ Signing of contract

Discount Policy-Discounts for multiple class participation, siblings etc will be offered and amended from time to time at the absolute discretion of DMR. There are no discounts for 2nd/3rd/4th class or siblings for ADAPT classes.

2) Payment method -

- Cheque, bank transfer (Under advice to DMR), Cash - receipt must be given for all cash payments - Payment queries without such a receipt will not be entertained.

3) Refunds -

- All fees are non-refundable in any circumstances-except at the total discretion of DMR.
- Class numbers are limited -Failure to pay fees in a timely manner may result in an additional "Late Payment Fee" or your child losing his/her place in their chosen class.
- Monthly fees as stipulated (amount due) are payable **regardless of cancellations for any reason (including ill health or holidays).**

4) Non Attendance/Make-Ups -

- Regular attendance is necessary to maximize the full benefit of dance instruction for every student in the class.
- We encourage parents/guardians to stress the importance of attending class and rehearsals. (Classes and rehearsals are mandatory for those entered for Examinations, Class Awards and Performances).
- **No refunds or make-up classes will be given for non-attendance in class for any reason whatsoever.**
- Classes cancelled by DMR will be made up.

5) Class Cancellations & Substitute Teachers -

- In the event of school closure for storms/typhoon (with reference to procedures set out in DMR diary) or public holiday there will be no refund, credit or make-up classes.
- Lessons are automatically cancelled during Red/Black rain warnings or the hoisting of No8 Typhoon signal. Lessons cancelled due to adverse weather will not be refunded or rescheduled and a credit note will not be provided.
- DMR School of Ballet reserves the right to provide a substitute teacher in cases where the regularly scheduled teacher is unable to attend a lesson. If a substitute teacher cannot be arranged, these cancelled classes will be made up before the end of the school year.
- During the month before Examinations or Performances, it may be necessary to re-arrange class schedules to accommodate exam/performance rehearsals.
- Make up classes will only be arranged due to classes cancelled by DMR School of Ballet in the event of Examinations and/or Performances taking place and when a substitute teacher cannot be arranged; and only if 'Extra Exam Coaching Classes' due to Examination/Class Award training have not been scheduled. (Extra classes/rehearsals are often provided in the run up to Examinations/Class awards/performances at no extra cost.)

6) Health and Wellness -

- Children who are not well (fever, vomiting, diarrhea etc) should not attend class. The teacher has the right to send home any students showing symptoms of illness.
- In order to keep our severely allergic children safe, we request that students and families refrain from bringing nut food products into our facility.
- Only water bottles may be brought into the dance studio.
- Students are required to play their part as may be reasonably expected to keep the studio areas clean and tidy.

7) Conduct/Dress -

- Students are required to attend classes dressed appropriately with hair correctly restrained. The prescribed class uniform is mandatory attire and can be purchased at DMR reception.
- DMR at the designated teacher's sole discretion, reserves the right to exclude a student from class if his/her presence has a disruptive effect on the class.
- Parents will be allowed inside the dance area at the sole discretion of the teacher.
- Helpers, parents and lesson companion of younger students are required to remain at the venue waiting area for the duration of the class.
- Students/parents must inform DMR by calling 29874338 or emailing info@dmr-hk.com if the student will be absent from class

8) Private lessons -

- May be arranged via the DMR manager (helen@dmr-hk.com) at a fee set by DMR.

9) Termination of contract -

- Option 1-At least ONE full calendar months' notice of termination of attendance is required in WRITING or by email-communicated with DMR and not to the teacher.(see 1) above).
- Options 2 and 3 - At least ONE full calendar months' notice of termination of attendance is required in WRITING or by email.
- **No refunds for early termination of contract - except as determined at the absolute discretion of DMR.**
- When this contract/enrolment form is signed, it becomes a contract for professional services and failure to attend classes in no way absolves the enrolled party from his/her financial obligations under this contract.

10) Waiver

Although every reasonable precaution will be taken, except in a case of willful neglect or negligence, neither DMR nor any teacher or staff member in the employ of or contracted by DMR will be in any way liable to compensate any student or parent for costs and/or damages incurred as a result of any loss, accident or injury suffered by any student at the dance studio or at any other performance or practice venue utilized by DMR during any class, practice session or performance or thereafter.

I hereby confirm and agree to the terms and conditions 1) to 10) as set out above:

Name: _____ Signed: _____ Date: _____
Parent/Legal Guardian