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Enrolment Form 2016

KEILOR | HILLSIDE | DELAHEY

SURNAME:	FIRST NAME:	DOB:
ADDRESS:	SUBURB:	POSTCODE
PHONE NO:	EMAIL:	
PARENT / GUARDIAN NAME 1	PARENT / GUARDIAN NAME 2	
MOBILE NO:	MOBILE NO:	
DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS THAT WE SHOULD BE AWARE OF? <i>(if yes, please state the nature of condition)</i>		
YES NO		
CURRENT GRADES/EXAM PASSED?	HOW DID YOU HEAR ABOUT US?	

EMERGENCY CONTACT DETAILS

NAME:	RELATIONSHIP:	CONTACT NO:
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ENROLMENT DETAILS

PLEASE NOMINATE YOUR CLASS / ES	DAY & TIME	VENUE	\$10 DEPOSIT BEEN PAID	
			CASH	BANK TRANSFER
			CASH	BANK TRANSFER
			CASH	BANK TRANSFER
			CASH	BANK TRANSFER

Fee Policies & Procedures

- 1.1 A non refundable \$10.00 deposit is required to secure a position in the desired class, this will cover administrative and insurance costs.
- 1.2 All term fee invoices will be issued on the 8th week of the previous term and fees are due the 1st week of each term. Failure to pay fees may result in loss of the enrolment position.
- 1.3 All accounts must be settled by the first class of term or a **\$5.00 administration fee will apply immediately**. Any student with any overdue fees may lose their enrolment position.
- 1.4 If the student is not returning the following term of the same year, you must notify the office before the coming term or the student **will be required to pay for the entire term**.
- 1.5 At the end of the year **ALL** students must re-enroll into the school. **Note:** Current enrolments do not automatically roll over to the following year.

Refund Policies & Procedures

- 2.1 Prior to commencement, Supersonics will refund all payments made by the student if the class is cancelled or postponed by more than four weeks.
- 2.2 After commencement of classes NO REFUND will be given to students.
- 2.3 In severe cases of illness or injury make up classes can be offered.
- 2.4 No refund will be give if classes fall on a public holiday.

Information for parents: Policies & Procedure

- 3.1 It is the parents and students responsibility to read any newsletters or notices send out.
- 3.2 Students and parents are asked to log onto **www.supersonics.com.au** at the beginning and end of each term.
- 3.3 No parent is to stay with a student whilst a class in being conducted. (Excluding D&M & Fairy Ballet: 2-5 year old classes)

Injury/Medical Condition Polices and Procedures

- 4.1 It is the students responsibility to notify their teacher in the event of injury/medical condition during or prior to class.
- 4.2 All injuries will need to be reported to Office and an incident report completed.
- 4.3 All medical conditions need to be reported their teacher prior to a student commencing a class. This is the parents and students responsibility to inform staff of any medical conditions.

Costume Policies & Procedure

- 5.1 A costume deposit for each costume is required for the end of year performance and will need to be paid in Term 3 & 4.
- 5.2 If a student fails to pay the required costume deposit, no costume will be provided.
- 5.3 In the case of un-enrolment, please note that the costume deposit will not be refundable or transferable once payment is received.

Concert Policies & Procedure

- 6.1 It is encouraged that all students are involved in the annual performance, yet not compulsory.
- 6.2 Only parents who are authorized will be allowed to help back stage.

Class Attire Polices & Procedure

- 7.1 All students must wear appropriate school uniform, please read document what to wear, to every class with correct footwear.
- 7.2 All students need to have their hair tied back of their face.
- 7.3 No photography or videing is to be taken during classes, dress rehearsals or concert performances.

TERMS OF ENROLMENT

I _____ as parent/guardian of _____, hereby agree to all the terms & conditions as set by Supersonics Singing and Dancing School & understand that no liability will be taken for loss or damage of property, or any physical injury whilst attending classes.

Signature: _____ Date: ____ / ____ / ____.