



THE  
McDONALD  
COLLEGE

AFTER  
HOURS  
PROGRAM

## 2019 Enrolment Form

Student Full Name: \_\_\_\_\_

Please circle:    Male / Female

Student Date of Birth: \_\_\_\_\_ Age at time of enrolment: \_\_\_\_\_

Please circle for Parent/Guardian:    Mr / Mrs / Miss / Ms / Dr

Parent or Guardian Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact Number (if different from mobile above): \_\_\_\_\_

Student Medical Conditions/Allergies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### OFFICE USE ONLY

DATE OF TRIAL:

CLASSES TRIALLING:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**PAYMENT OF FEES**

Fees must be paid in full within the first two (2) weeks of the beginning of each term. Fees paid within this period will receive a 5% early payment discount. If fees have not been paid in the first two weeks of term, an Invoice will be issued by the fourth week of Term showing a “due date” for payment in full. If fees are not paid on or before this date, a non-reversible late fee of \$50.00 will be charged to your account. The McDonald College reserves the right to terminate the student’s enrolment and/or provide your information to a debt collection agency should fees remain unpaid. The College reserves the right to prohibit any student from participating in classes until all fees are paid in full. Classes for the term will not be refunded for any reason. Fees can be paid in person or by telephoning the Performing Arts Office. The College accepts all credit/debit cards, cash, cheques or direct deposit. Payment plans can be put in place for families at the discretion of the Manager.

**MISSED OR CANCELLED CLASSES**

The College allows students to participate in a make-up lesson (of the same grade) where it is available to do so. Missed classes may be made up at a maximum of twice per term. It is your responsibility to inform the teacher of the intent to participate in a makeup lesson. Classes will not be refunded for any reason other than teachers absence if we are unable to provide a relief teacher.

**EXAMINATIONS**

The College follows the Royal Academy of Dance Classical Ballet syllabus as well as the Australasian Dance Association for Tap and Jazz. To take part in an R.A.D. Classical Ballet exam, the College requires students to participate in two syllabus classes and a PBT class per week from Primary to Grade 8. Intermediate Foundation level and higher are required to do two syllabus classes, a compulsory open class and 1 PBT class per week. All exam students are required for compulsory Exam Coaching classes commencing in Term 3 until exams are completed which is at an additional cost. You may also be required to undertake private lessons leading up to exams at the teacher’s discretion. The final approval of exam entry is at the discretion of your child’s teacher, the Head of After Hours and the Head of Ballet at the College. You may be required to pay your exam fee, coaching classes and private lessons in advance at the discretion of the Manager.

**PRIVATE LESSONS**

Private Lessons are for exam work/technique/general coaching and is completely dependent on the teacher’s availability and studio availability. A Private Lesson is NOT the same as a Solo Lesson. You may be required to pay these in advance per term at the discretion of the Manager.

**SOLO LESSONS**

Solo Lessons cannot be commenced/or continued unless all College & After Hours fees are up to date. The actual work involved in creating/choreographing a Solo is much more extensive and creative than a Private Lesson for exam work/technique/general coaching and so we charge accordingly. Each teachers’ requirements for how they wish to teach a Solo is different so please speak directly to the teacher about the amount of time involved for your child, so you understand exactly what is involved and the costs. Teaching a Variation to a student is considered a Solo Lesson. If a teacher is working with your child on someone else’s choreography (regardless of who the choreographer is) this is considered a Solo Lesson. Teachers have no control over the fee structure. Students hoping to represent the College at an Eisteddfod with a Solo is required to attend a minimum of two syllabus classes p/wk. The College will not pay for any costs involved in you entering a Solo. The final approval of Solo Eisteddfod entry is at the teacher’s discretion.

**PUBLICATION OF PHOTOGRAPHS AND VIDEOS ON THE MCDONALD PERFORMING ARTS COLLEGE WEBSITES**

Photographs taken during College activities would be used for the purpose of educating students or promoting The College. The College will use these in a variety of ways. Publications could include, but are not limited to, school newsletters (online and in hard copy), intranet websites, school annual magazines, reports, performance programmes and newspapers. If published, third parties would be able to view photographs. By signing below, you agree to the following:

- The College is able to publish photographs of your child as many times as it requires in ways mentioned above and may be reproduced in colour or black and white. The College will not use your child’s photograph for any purpose other than for the education of students, or for general promotion of the College. Any photographs taken will be kept for no longer than is necessary for the above mentioned purposes and will be stored and disposed of securely.

**PHYSICAL CONTACT IN THE PERFORMING ARTS**

Some physical contact may be necessary by a member of the faculty to demonstrate technique or exercise; or if First Aid is to be administered.

**PARENT VIEWING OF CLASSES/TAKING OF PHOTOGRAPHS**

In the interest of protecting the safety and privacy of our staff and students, the College does NOT allow any parent or guardian to view classes – this includes watching through studio windows. The only time a parent or guardian is able to view their child’s classes (excluding performance classes) is during Parents Week which usually takes place towards the end of each term unless otherwise stated. The taking of photographs/videos during this time is strictly prohibited. The only time the College will permit parents to take photos/videos is during performance events held here at the College such as Winter Festival and in-house performances, unless otherwise stated.

**HEALTH OF A STUDENT**

We accept students on the assumption that they are in good health and fitness. It is the responsibility to the parent or guardian to notify staff of any medical condition/allergy/mental illness suffered by the student that may prevent him/her from engaging in certain physical exercises or routines. Students are permitted to bring water in the studios.

**ANTI-BULLYING POLICY AND EXPECTATIONS OF GOOD BEHAVIOUR FROM STUDENTS AND THEIR FAMILY MEMBERS/GUARDIANS**

It is our hope that every student has a safe and enjoyable experience here at The McDonald College After Hours Program; therefore, we have put in place an Anti-Bullying Policy for our students and staff. We reserve the right to terminate a student’s enrolment without notice if a student is found to be demonstrating inappropriate behaviour. We also reserve the right to terminate a student’s enrolment if their family member or guardian is found to be demonstrating inappropriate behaviour. This includes but is not limited to: verbal abuse, intimidation, discrimination, social media/cyber bullying, harassment, extortion, threats/acts of physical violence, or any other acts of unacceptable behaviour towards fellow Students, Parents/Guardians, McDonald College Staff or employees of Venues where the McDonald College concerts. In the event that we terminate your child’s enrolment, fees will still be expected to be paid up until the conclusion of that school term. For further information on our Anti-Bullying Policy please see the Office.

*By signing below you understand and are agreeing to our terms and conditions outlined above.*

\_\_\_\_\_  
Please print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date