



Education Through Imagination

Welcome to Mozarts Performing Arts

The Drama School

CONDITIONS OF ATTENDANCE

Enrolments for classes will only be accepted upon receipt of the full term fees in advance.

However we do not wish any child to be disadvantaged so if there is a financial necessity pay in installments please let us know and this can be done by arrangement.

Fees are itemised on the flyer, along with the term dates, and the Canvas Bag Theatre Week which always corresponds to week 9 of Term Three.

METHOD OF PAYMENT

For security purposes we strongly recommend internet banking as the preferred method of payment. Please accompany this by child's FULL name.

We will continue to accept cheques in which case you should write the child's full name on the back and the invoice number.

We are less enthusiastic about receiving cash payments and if you are paying in cash then you are strongly advised to obtain a receipt. It is the parent's responsibility to obtain a receipt for cash payment. If our office receipt of a cash payment is disputed then the parent must be able to produce a receipt signed and dated by the head teacher.

INFORMATION AND SCHOOL POLICIES

FEES - All fees are paid in full upon enrolment and are non-transferable. Where a child commences after the term start date the class fees will be pro-rated to reflect the number of classes. If payment is not received within 7 days Mozarts reserves the right to remove a child from the class list.

PUBLICITY - Mozarts Performing Arts likes to photograph and/or video classes and use the pictures for publicity purposes. Should you not wish us to photograph your child please indicate this on the enrolment form.

VISITORS - Mozarts puts a value on students' needs to have a private safe space for creative self-expression. However, parents may watch a class by prior arrangement with the tutor concerned. Siblings are not permitted due to constraints of space and the potential for distraction.

HOW TO ENROL - You can enrol by mail or in person. Enrolment forms are processed as space permits on a first-come, first-served basis. You can reserve a space for a child by phone however payment and enrolment form must be received within 7 days of reservation to confirm a place in the class. We will not hold spaces for those who have not paid prior to the first class.

REFUND AND CANCELLATION POLICY - A child's place may be cancelled without penalty 10 days prior to the first class, after that a non-transferable \$30 administration fee will be charged. Participants cancelling after the first class of term will be charged for that class plus a non-transferable \$30 administration fee. Notice of cancellation must be given to the school's office in writing (fax or email are fine), and will be dated as from office receipt of notice. Absence from class does not constitute notice of cancellation. As of the second class of term, no refunds or student transfers will be allowed.

MISSED CLASSES - Mozarts likes to maintain well balanced and cohesive classes. Therefore we are unable to give makeups, discounts, refunds or credits for classes not attended due to illnesses or holidays.

The FREE TRY-OUT CLASS - Mozarts wants your child to enjoy a drama class as an after-school leisure time activity. If you are not sure about drama classes you may elect to do a one-off free trial class. Please bring a fully completed enrolment form. If you decide to continue with the term then normal conditions apply.

CONFIRMATION OF ENROLMENT - Once enrolment form and payment is received you will receive confirmation by email or phone from our office.

RECONFIRMATION FOR SUBSEQUENT TERMS - 2 weeks before the end of term a reconfirmation slip will be given to students. It is essential to complete this and return with the correct payment BEFORE the end of the term in order to keep your place.

LAST BUT NOT LEAST - We want your child to enjoy their classes and participate with energy and enthusiasm. Tutors are happy at all time to discuss any aspect of your child's participation either at the end of a class or by phone. We look forward to becoming positively involved with your child at The Drama School.