

Canberra Dance Development Centre Pty Ltd

Mount Rogers Community Centre 55 Crofts Crescent Spence ACT Australia 2615

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APPLICATION & ENROLMENT FORM 2012

| | |
|---|---|
| <u>Date</u> | Medical History |
| <u>Student's full name</u> | Do you have a disability, impairment or long term medical condition? Yes No |
| <u>Nationality</u> | If yes, please indicate |
| <u>Sex: Male Female</u> | |
| <u>Date of Birth</u> | Hearing Yes No |
| Parent One | Medical Condition Yes No |
| <u>Name</u> | Learning Disability Yes No |
| <u>Address</u> | Mobility Yes No |
| <u>Mobile</u> | Neurological Condition Yes No |
| <u>Home</u> | Mental Health Condition Yes No |
| <u>Email</u> | |
| Parent Two | Other – Please Indicate |
| <u>Name</u> | |
| <u>Address</u> | |
| <u>Mobile</u> | |
| <u>Home</u> | Recent Surgeries/Injuries |
| <u>Email</u> | |
| <u>Address for Correspondence</u> | Date |
| Please provide details of a third person if parent one and two are unavailable in case of an emergency. | Treatment |
| <u>Name:</u> | Doctor Phone |
| <u>Mobile Home</u> | Ambulance Fund Yes No |

Class Schedule: Please detail the class/classes you will be attending at CDDC

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FOR OFFICE USE ONLY

| | | | | | | |
|-----------------------|---------|---|-----------|------------|-----------|------------|
| Class Payment | Y | N | Amount \$ | Date / / / | | |
| Term Payment | TERM 1 | 2 | 3 | 4 | Amount \$ | Date / / / |
| PLEASE TICK | | | | | | |
| Entered into Database | Details | | | Payment | | |
| Entered onto Roll | Name | | | Payment | | |

DECLARATION

STUDENTS UNDER THE AGE OF 18 REQUIRE A PARENT/ GUARDIAN/ CARER TO COMPLETE

I _____ acknowledge the conditions of entry. The information I have
Print name provided on this form is true and correct.

Date / /

Students Signature

Parent/ Guardian/ Carer's Signature

How did you find the Canberra Dance Development Centre?

Recommendation

Friend/ Family Yes No

Yellow Pages Yes No

Advertisement/ TV Yes No

Internet/ Website Yes No

Other _____

Conditions of Entry

The acceptance of enrollment at CDDC implies Parents/Guardians/Carers and Students accept all aspects of regulations of CDDC, including requirements full and regular attendance at CDDC (CDDC 2010/11 Policy Manual is available for you to read at CDDC reception.)

Term fees are payable in advance.

Parents/Guardians/Carers and Students must give notice in writing at the end of each term if they will not be continuing into the next term.

If notice is not given, it is CDDC policy that you will be charged for the following term fees. CDDC has waiting list for classes and such a policy is necessary to allow CDDC to enroll new students for the up and coming term.

In term 4 Parents/Guardians/Carers and Students are required to notify CDDC in writing if you/ your children will not be returning the following year.

Parents/Guardians/Carers and Students are responsible for ensuring you are medically fit for classes, the Canberra Dance Development Centre takes all reasonable care in conducting classes, it accepts no responsibility for injury or loss caused in or near the class.

CDDC Refund Policy

Students who miss classes due to illness and injury parents/students must inform management and a suitable make up class will be advised.

In the advent of prolonged absence from training parents/ students must inform management immediately and a pro-rata refund of fees will be arranged.

The CDDC reserves the right to cancel any classes or course offered all efforts will be made to provide an alternate class for students to attend.

NOTES:

1. New students pay a single class rate on the first class. On enrollment this class will be deducted from the term fee.
2. All other students are required to pay their term fees within the first two weeks of each term.
3. Students attending multiple classes have the option to pay weekly/ fortnightly installments arranged through the office. Payment must be completed within the term.
4. If there has been no attempt to pay fees after week five of each term fees will incur a late fee penalty of \$20.00.
5. Refunds will only be made on receipt of a written application which must be signed by a Parent, Guardian or Carer in the case of a minor.
6. Any refund that may be payable will be sent to the students home address.
7. No refunds will be made other than those in the Terms of the policy statement.