

## New Student Enrolment Form 2017/2018

Student's name:	Student's date of birth:
Male/Female:	School:
Accident Insurance Policy Number:	
Health Matters for us to be aware of:	

**Course Preference 1:** \_\_\_\_\_

**Course Preference 2:** \_\_\_\_\_

Parent's Name	Email Address
Phone Number	Postal Address

**REGISTRATION FEE DEPOSIT:** 10% of the course fee is due for all students which is due on enrolment. This fee is part of the yearly fee and is due each year (we do not charge one time enrolment fees). If you have not made an online credit card payment or do not wish to make a credit card payment below, you may make a bank transfer. Please can you enter the deposit date of the transfer and amount in the below box. The form can only be processed on receipt of payment.

Date of Payment:

Amount of Payment:

Account Details:

Simply Theatre, Avenue de Choiseul 23A, 1290 Versoix  
 IBAN: CH81 0483 5033 6554 5100 1 BIC: CRESCHZZ30A

**FEE OPTIONS (FOR BALANCE OF FEES)**

*please tick one:*

- Option 1** Full year's fees with a **5% advanced payment discount** to be paid in full by 1<sup>st</sup> August 2017.
- Option 2** Three termly payments to be paid
  - 40% by 1<sup>st</sup> August 2017 for Term 1,
  - 30% by 30<sup>th</sup> December 2017 for Term 2,
  - 20% by 30<sup>th</sup> March 2018 for Term 3. The Course registration fee is deducted off the final term's fees.
- Option 3** Balance of fees plus 5% surcharge to be spread over 9 monthly payments to be paid via standing order on the 1<sup>st</sup> of each month, commencing 1<sup>st</sup> September 2017.

*N.B. Please see our Terms and Conditions for details of our refund policy.*

**PAYMENT METHOD**

*please tick one:*

- Option 1** I would like to pay via bank transfer
- Option 2** Please take payment automatically on the payment due dates using the following credit card details:

Card: **Visa** **Mastercard** **American Express**



Name on Card: \_\_\_\_\_ Expiry: \_\_\_\_\_

Card Number: \_\_\_\_\_ Security code: *(last three digits on reverse of card)* \_\_\_\_\_

I hereby confirm that I have read and agree to the Simply Theatre Terms & Conditions 2017/2018, that the information given is correct:

Parent/Guardian \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_



## Simply Theatre Academy Weekly Course Terms & Conditions

### General

- All students under 18 must have the permission of a parent/guardian in order to attend the Academy.
- All enrolments onto weekly courses are for the full academic year.
- It is assumed that all students who sign up will be continuing with their course for the full academic year (all three terms). If any student wishes to leave the course part way through that year, they will not be refunded the course registration fee and must notify the Academy, in writing, one month before the end of the previous term. Failure to do so will result in the client having to pay the full course fees for the following term. Notice for term 2 cancellation must be received by 17<sup>th</sup> November 2017, Term 3 cancellation 9<sup>th</sup> March 2018, after this, no refunds will be given.
- Letters sent as reminders for late payment of fees will incur a charge of 10CHF per correspondence.
- We do not allow new students to observe or take part in trial classes, however, if after the Academy's first lesson a new student chooses not to continue with the course, it may be possible to cancel that place with a partial refund at Simply Theatre's discretion.

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### Attendance & Student Safety

- On joining the Academy, students and parents acknowledge that they are making a commitment. Regular weekly attendance is **essential**. Students who regularly miss Academy classes without good cause and prior notice may be asked to leave the course and will lose their place. In this instance, no refunds will be given.
- Parents are responsible for the transporting of their children to and from classes. Children should arrive a few minutes before class to ensure that they are ready for the course start time, and collected at the designated time at the end of the class.
- Late arrivals can be very disruptive for everyone involved and therefore should be avoided. Students are permitted to arrive up to a maximum of 15 minutes in advance of class start times.
- Simply Theatre Academy is responsible for students from the course start time, until the time stipulated for the class to end.
- Parents should ensure that students, especially those aged 9 and under wait inside the Academy venue until the person designated to collect them has arrived.
- In the event that a student is going to be absent from their weekly class, please contact the Academy office in advance to let us know.
- If a student is sick please respect the child, other students and teachers by keeping them at home and informing the Academy office.
- No refunds are available for missed sessions or illness. Unfortunately make up days on other courses at the Academy are not possible.
- Simply Theatre Academy reserves the right to refuse admission to a course or withdraw a student from a course if their behavior is detrimental to the enjoyment or development of the other participants.

### Clothing & Equipment

- Due to the nature of the courses it is advisable for students to bring along a bottle of water clearly marked with their name to each class. This way they can take a sip as and when needed. No juice or fizzy drinks will be allowed in the studios.
- Chewing gum is not permitted anywhere in any Academy venue.
- Hair should be away from the face. This is to ensure that it does not become a distraction, restrict visibility of the face when acting and to allow for free movement. Students with long hair should either come with their hair tied back away from the face, or else bring a hair bobble with them to **every** class.
- For safety reasons earrings should not be worn unless small studs. Please be sensible with other jewelry.

### Clothing - Drama classes

- All students will receive a complementary Academy T-shirt on their first Academy session of the year; they are expected to then wear this to every class and will be asked to wear it at some Academy events. All students should wear either trousers/shorts which do NOT inhibit movement and should be comfortable. No skirts or dresses should be worn for the aforementioned reasons. Denim jeans/shorts should also be avoided as they will restrict movement.
- Outdoor shoes are not permitted to be worn inside the studios. Students may go bare foot, but are encouraged to bring flat indoor 'gym' or 'ballet' shoes. Again these should be comfortable and flexible enough to allow for active movement.

### Clothing -Performing Arts

- as with the Drama courses, each PA student will receive a complementary T-shirt at the beginning of the year. This will form part of their compulsory kit which must be worn at **every** class.
- Due to the PA weekly course comprising of one third dance and movement, we have a strict uniform as follows which must be worn at **every** class –
- Plain black jazz trousers / track pants (no hipster / colored piping / logos- they will not be permitted).
- Academy T-shirt (complimentary and given out at the first class)
- Black gym/jazz shoes.
- after the first week, students failing to conform with the Academy's Performing Arts clothing regulations will not be permitted to take part in the class. If you have any problems or questions regarding the clothing regulations, please contact the office directly, thank you.
- We strongly advise that student clothing and items are marked clearly with their name.
- All personal belongings brought to the Academy are the responsibility of the parent/participant. Simply Theatre Academy does not accept responsibility for any lost or damage to personal possessions.
- Parents are responsible to bear the cost of any property or facility damage caused by themselves or any children they book on to a course.

**Parents are required to read these terms and conditions in full and agree to them by signing their registration form in advance of their child partaking in classes. Please keep your copy of the terms and conditions for your records.**