

# TDA PERFORMING ARTS

174 Bridge Street East, Benalla. 3672

## Fees - Term and Conditions

Please read the following conditions carefully as these conditions will be strictly adhered to throughout the year. Please ensure that you are fully aware of the conditions for paying fees at TDA Performing Arts, as listed below. Upon enrolment in 2023, you will be asked to acknowledge that you accept these conditions. IT IS A CONDITION OF ENROLMENT THAT YOU ABIDE BY ALL COVID PROCEDURES CURRENTLY IN PLACE.

### **1 Fee Packages**

- 1.1 Fees are calculated on the total number of classes taken each week by all children in one family.
- 1.2 From the day a student enrolls in a class, all classes must be paid for until official cancellation has been made.
- 1.3 If a student ceases to attend classes but neglects to notify the office, fees will be charged until notification has been made as the position is being held in the class.
- 1.4 All term fees are due and payable the first week of each term but can be paid by agreed instalments.
- 1.5 All fees must be up to date or students cannot participate in classes.

### **2 Costume Hire Fees**

- 2.1 For every dance and acrobatic class the student takes in each term, a routine will be performed in mid year and 1, possibly 2 routines in the end of year performances. There will be a levy charged to cover costume hire which is due and payable at the beginning of Terms 2 and 4 respectively. All costume hire fees must be paid before costumes can be purchased or made.
- 2.2 The costume hire is in addition to the term fees and may be paid by term instalments.

### **3 Cancellation of Classes**

- 3.1 While a student is enrolled in a class, payment must be made to hold their position.
- 3.2 Students will be charged for every class they are enrolled in until notification of the cancellation has been emailed to the office and acknowledged by TDA staff.
- 3.3 A refund will be given for all relevant costume hire payments paid for that class, providing the costumes have not been ordered or purchased.

### **4 Students who enrol mid-term**

- 4.1 Students starting mid-term will only be charged for classes remaining in that term.
- 4.2 Discounts do not apply to students who enrol after the first week of term (refer to 4.1).

### **5 Invoices, Payment Methods**

- 5.1 All invoices will be available through the parent portal in our studio management programme or obtainable from the administration staff. If you do not receive your term invoice within the first 2 weeks of each term, it is up to you to contact the office. No excuses will be accepted for payments missed, due to invoices that were not received.
- 5.2 The due dates for payments are listed clearly in the 2023 Handbook.
- 5.3 Payments can be made by cash, cheque, EFT or internet transfer. Parents should be aware that payment by EFT may incur additional processing charges as will payments made by Paypal.

### **6 Payments by cheque or cash**

- 6.1 Please make cheques payable to "TDA Performing Arts"
- 6.2 Cheques will be presented to the bank at our convenience. Requests will not be met for cheques to be withheld for presentation at a later date.
- 6.3 Should a cheque be dishonoured, you will be required to reimburse TDA for any bank charges we may incur.
- 6.4 If paying fees by cheque or cash this must be done at the office. Upon payment of any portion of the fees a receipt will be issued. No payment will be credited against amounts outstanding unless a receipt has been issued.

### **7 Payments by Internet Transfer (EFT)**

- 7.1 Internet Transfer (EFT) is our preferred method of payment, details of our account information can be found on each invoice.
- 7.2 When making an internet transfer, please ensure that the child's surname and/or the invoice number is included in the description.

### **8 Administration Fees**

- 8.1 If term fees have not been received by the deadline date, a \$25 administration fee will be charged.
- 8.2 If at any time there is difficulty in meeting payment deadlines please feel free to discuss a payment plan with the office.

### **9 Additional Charges**

- 9.1 All students are required to pay enrolment and insurance fee of \$40 per student to cover the cost of handling of invoices, newsletters, insurances and intellectual property fees for music. For families, the registration fee will be \$30 for any subsequent children (family maximum of \$70). The registration fee will be added to your first invoice for the year.