

ENROLMENT FORM 2019

Please complete ALL the information fields and return this form to the Studio with your enrolment fee before commencing classes. Fee is \$30.00 per student and is non-refundable.

Date:

New Student Returning Student

BILLING & CONTACT DETAILS (Parent or Guardian)

Billing Surname:	<input type="text"/>	Billing Given Name:	<input type="text"/>
Postal Address:	<input type="text"/>	Suburb:	<input type="text"/>
Email Address 1:	<input type="text"/>		Post Code: <input type="text"/>
Email Address 2:	<input type="text"/>		Home Phone: <input type="text"/>
Parent 1 name & mobile:	<input type="text"/>	Parent 2 name & mobile:	<input type="text"/>

PLEASE TICK YOUR NOMINATED PAYMENT OPTION (please see back of page for more details):

Standard (paid by the term)
 Direct Debit (Bill Buddy) (fortnightly)
 Credit Card details provided (paid by the term)
 Note: 2% surcharge will be applied

STUDENT DETAILS

Surname:	<input type="text"/>	Given Name:	<input type="text"/>
Date of Birth:	<input type="text"/>	School:	<input type="text"/>
		Grade / Year:	<input type="text"/>
Medical conditions (if applicable):	<input type="text"/>		

CLASS INFORMATION – Please refer to the current timetable for class times

GENRE e.g., Jazz	DAY	LEVEL / GRADE	STUDIO

NOTE: Participation in Troupe is by audition or invitation only. If you are interested, please speak to one of our teachers for further details.

I, the undersigned parent/guardian of the above named child, agree that any activities in which she/he participates is entirely at his/her own risk. In the event of an accident or illness, I authorise the obtaining on my behalf of medical assistance as required.

I agree that fees are payable in accordance with the payment option selected on this form. If my child (student) does not attend some classes, full fees must still be paid, and a makeup class can be organised (no refunds). If I decide to no longer continue with a class/es, written notice must be given to the administrative staff, otherwise fees will still be payable in full. In the event of financial difficulties, I will contact the studio principal to come to a suitable arrangement. I confirm that I have read the information on the back of this form and agree to the conditions stated. I give permission for LKM Dance studios to display, print, copy and publish in LKM Dance Studios' brochures, flyers, newsletters, website, video and other promotional material, photos or video footage of my child taken during dance activities and performances.

I confirm that I have read both sides of this form and agree to all the conditions as stated. *PLEASE ENSURE YOU HAVE READ THE FULL TERMS & CONDITIONS AS STATED ON THE "INFORMATION" TAB ON OUR WEB SITE WWW.LKMDANCE.COM.AU**

SIGNATURE:

PRIVACY STATEMENT

LKM Dance Studios will not disclose any of your personal details to third parties without your permission. All information is kept strictly confidential.

“HOW TO PAY” OPTIONS

We are pleased to be able to offer three payment options this year to help with the family budget. To help you make your choice, please see below for further information:

- ★ **STANDARD** – payable by end of week 2 of each term by internet transfer (preferred), cheque, cash, EFTPOS at Springwood studio.
- ★ **DIRECT DEBIT (Bill Buddy)** – deducted automatically on Friday each fortnight from your nominated bank account. If this option is selected, payments will be calculated for the term and divided over the number of fortnights in that period. You will need to fill out a “Bill Buddy Direct Debit Request” form and read the Service Agreement. These will be provided to you if you select this payment option or can be downloaded from the “Members” section on our website.
- ★ **CREDIT CARD** – you can elect to provide us with your credit card details and we will process payments on your behalf. You will need to fill out a credit card authority form which will be provided to you if you select this payment option.

IT IS IMPORTANT THAT FEES ARE PAID ON TIME

While the vast majority of our families pay their dance fees on time, it costs us a significant amount of time and money to follow up on unpaid bills and pursue bad debtors each year.

A **\$25.00 late payment fee** on every invoice that is not paid by the due date.

How can I avoid the late payment fee? If you pay your bill by the due date, you will not be charged a late payment fee.

What if I have a query on my bill? You can email our accounts office on accounts@lkmdance.com.au or call 0418-162-226 (during normal business hours) before the payment is due.

What if I can't pay my bill by the due date? We understand that families can sometimes have difficulty paying on time. If this happens, you should email accounts@lkmdance.com.au or call 0418-162-226 before the due date to discuss payment arrangements.

**PLEASE NOTE THAT FAMILY AND MULTIPLE CLASS DISCOUNTS WILL BE VOIDED IF FEES ARE NOT PAID ON TIME
A NEW ACCOUNT WILL BE ISSUED LESS THE DISCOUNT.**

If accounts remain outstanding, with no contact or arrangements in place, the matter will be passed on to a collection agency and any fees associated with this will be passed on to you.

LKM Dance Studios reserves the right to change the timetable or cancel a class at any time. If payment has already been made for a class that is cancelled, a refund will be given upon request.

ENROLMENT TERMS & CONDITIONS

When completing and signing this form, you are accepting the terms and conditions as stated on the “Info” page on our website www.lkmdance.com.au – please ensure that you have read all the information, particularly in regards to term fees, concert fees, registration fees and any other costs that may be incurred.

HOW DID YOU HEAR ABOUT US?

Newspaper Internet Search Word of Mouth Other

OFFICE USE ONLY

DATE RECEIVED:

REGISTRATION \$ RECD:

WELCOME EMAIL DANCESTUDIO PRO PARENT PORTAL FB GROUP INVITED