

## **Terms and Conditions 2026**

### **Curley Dance Studio (C.D.S)**

#### **1. General Terms**

All students, guardians, and their families who enter the studio must adhere to these Terms & Conditions (T&C's), the Code of Conduct, and the Policies & Procedures, regardless of registration.

#### **2. Student Registration**

Students under the age of 18 will require a guardian's signature to signify agreement to these T&C's.

#### **3. Tuition Registration**

3.1 Registration details allow Curley Dance Studio (C.D.S) to deliver a safe and productive environment for all individuals and are valid for one calendar year only. If details change throughout the year, it is the responsibility of the student/guardian to inform the studio and resubmit the form. It is a requirement that all dancers are correctly registered when participating in any dance classes conducted at C.D.S.

3.2 Our tuition registration fee is \$30 per student, charged at the start of each calendar year or upon initial registration if it occurs during the year. A flat fee of \$50 is offered for families. A family refers to two or more students from the registering guardian's immediate family.

3.3 The tuition registration fee is non-refundable.

#### **4. Tuition Fees and Payment**

4.1 Tuition fees are charged on a per-term basis, and the student/guardian acknowledges that full payment of the invoice is due regardless of future participation at the studio if the term has commenced. C.D.S reserves the right to invoice fees in advance, and full payment is required regardless of future participation unless the correct cancellation process has been followed.

4.2 Payment must be made by the date stated on the invoice from C.D.S. Invoices will be sent via email. It is the responsibility of the student/guardian to check their emails once registration has been finalised.

4.3 Payment can be made via cash, Square payment, or electronic funds transfer (online banking). Please refer to the information handbook or the bottom of the invoice for banking details. Payment plans are available at C.D.S's discretion for families who have been with the studio for over one year. Please email administration at [curleydancestudio@outlook.com](mailto:curleydancestudio@outlook.com) to discuss alternate payment plans.

4.4 All accounts must be finalised by the date noted on the Term 4 invoice to participate in end-of-year performances. If fees are not paid, the student/guardian will forfeit their position at the studio. Payment must still be made, and costumes will be withheld by the studio to account for additional losses, such as lost ticket sales.

4.5 In the event that overdue accounts are referred to a collection agency and/or law firm, the student/guardian will be liable for all costs incurred as if the debt is collected in full, including legal demand costs. An additional administration fee will be added to overdue accounts to cover the administrative hours spent by C.D.S staff. Fees are \$150 if sent to debt collection and \$400 if sent to VCAT.

4.6 If payment has not been made by the date stated on the invoice, students may only be

permitted to observe classes. This decision will be at the discretion of the studio.

4.7 Students/Guardians participating in private lessons must acknowledge and accept the cost of these lessons before the first session. This correspondence will be done via email. Private lessons are non-refundable under any circumstance, regardless of attendance. Accounts must be up to date for participation in private lessons. By agreeing to a private lesson, the student/guardian accepts that this is a commitment for the entire dance year, and they are liable for the full cost, regardless of future participation.

4.8 Students/Guardians must refer to and adhere to the fee structure and discount section of the C.D.S website at [www.curleydancestudio.com](http://www.curleydancestudio.com).

## 5. **Class Etiquette**

5.1 Students are to arrive 10 minutes before class and wear the full C.D.S uniform, including dance shoes.

5.2 New students must purchase the required items within three weeks of commencing at the studio.

5.3 All female students with long hair must wear it in a bun. Students who do not have their hair in a bun will be asked to do so during dance time (this does not apply to adult or hip-hop classes). All students are required to have their hair off their face, regardless of length or gender.

5.4 For the safety of all students, no food is allowed in class unless permitted by C.D.S staff. However, students must bring a water bottle to ensure proper hydration during class.

5.5 Students must refrain from using mobile phones during class, unless instructed by the teacher.

5.6 Students, guardians, and staff must respect all individuals at C.D.S. Any disputes should be directed to administration and addressed in accordance with the Complaints Handling Policy.

5.7 Guardians are not permitted to observe classes unless invited by the teacher or if their student requires assistance with toileting. Younger students may have a guardian present for a few weeks as they build confidence with their teacher. Once ready, guardians will be asked to refrain from watching.

5.8 Guardians and students using the waiting area should remain quiet to avoid disturbing classes.

## 6. **Bullying**

C.D.S has a zero tolerance policy toward bullying, both inside and outside the studio. Any incidents will be addressed at the discretion of C.D.S. Please refer to the Code of Conduct for expected behavior at the studio.

## 7. **Concert and Rehearsals**

7.1 Students are encouraged to participate in the C.D.S annual performances. There are two concerts on the same day, and if you agree to participate, you must attend both sessions. A concert deposit of \$50 is charged in your first term of attendance. The total concert fee of up to \$140 (not including costume fee) depends on the number of concert dances.

7.2 Concert participation is not compulsory; however, if a student/guardian does not wish to participate, they must notify the principal via email at [curleydancestudio@outlook.com](mailto:curleydancestudio@outlook.com) by the end of Term 1. If this criterion is met, a refund for the concert and costume fees will be issued. Failure to meet this deadline will incur all additional costs (including concert and costume fees) as if the student were participating in the performances.

7.3 Students wishing to participate in the annual performance after Term 2 will be charged the costume and concert fees in each remaining term, as determined by the studio. Full payment is required regardless of future participation at the studio.

7.4 The concert fee covers administration work from Terms 1 to 4, insurance, One Music licensing, staffing, props, technical staff, video links, and facility hire for rehearsals and performances.

7.5 The costume fee covers planning, researching, ordering, delivery, sequinning, sorting, amending, and final delivery which is conducted by staff for the whole year.

7.6 Costume fees will be charged to the student's account. However, C.D.S will not distribute final costumes to students who do not participate in the end-of-year performances or who have not paid their final account prior to the concert. Costume work fees are estimated to be between \$55 and \$80, depending on the costume. Some costumes will be available for hire, with fees estimated between \$40 and \$60.

7.7 Term 4 classes, all rehearsals, dress rehearsals, and photo days are compulsory for students in the annual performance. C.D.S reserves the right to refuse participation in the concert if these requirements are not met.

## **8. Absences**

- 8.1 Students/Guardians must notify staff via email if a student will be absent from class. Absences in Term 4 may result in C.D.S removing the student from the end-of-year performance.
- 8.2 If a student is injured, they are expected to attend class and observe.
- 8.3 Students who do not attend regularly may be withdrawn from classes, examinations, or sections of routines.
- 8.4 Payment of class tuition, costume, and concert fees is required regardless of attendance.

## **9. Cancellation Process**

- 9.1 Withdrawal from classes or concert participation must be formally notified to the school principal via email at [curleydancestudio@outlook.com](mailto:curleydancestudio@outlook.com).
- 9.2 Term fees may be refunded at C.D.S's discretion. Under no circumstance will Term 4 payments be refunded.

## **10. Medical**

10.1 Students must remain at home if ill or infected. Medical notes/charts/procedures relevant to a student's health must be provided during registration. Students requiring PRN or regular medication should bring the appropriate medication to class. Unless otherwise arranged, guardians/students are responsible for medication administration.

10.2 In the event of an injury or health concern, every effort will be made to contact you promptly. However, in emergencies, if you cannot be reached, C.D.S may seek medical attention for the student, which could include first aid or calling an ambulance. You agree to indemnify C.D.S for any costs incurred in obtaining emergency medical attention, such as ambulance fees.

## **11. Photography & Film**

11.1 By registering at C.D.S, the student/guardian grants permission for photography and filming to be used by C.D.S, including on the website, social media, and for advertising.

11.2 Parents are not permitted to take photos/videos without prior approval from C.D.S and are asked to respect other students when filming or photographing at the studio.

**12. Pandemic Procedures**

12.1 C.D.S will follow Victorian government pandemic orders and will notify students/guardians of changes via Facebook and email.

12.2 If required by pandemic orders, C.D.S will provide alternative online classes.

**13. Second-Hand Shoes**

Second-hand shoes are the responsibility of the guardian/student to collect when no longer participating at the studio. C.D.S will hold these items for one year after withdrawal from classes. After this time, they will become the property of C.D.S, and C.D.S will determine their future use.

**14. Liability**

14.1 C.D.S's liability for any claim or liability in relation to these T&Cs or any services is limited to the amount of fees paid by you to C.D.S.

14.2 C.D.S will not be liable for any indirect, consequential, or unforeseeable loss or any similar loss, whether or not in reasonable contemplation of the parties.

**15. Release and Indemnity**

15.1 You indemnify C.D.S and its personnel from any liability or claim arising directly or indirectly in relation to: (a) the accuracy of information provided to C.D.S, (b) your or the student's breach of these T&Cs, (c) your or the student's negligence or misconduct, (d) any injury sustained by the student, (e) the use of photographs or video footage, (f) cancellation of these T&Cs.

15.2 This indemnity survives termination of these T&Cs.