Sydney Performing Arts Academy

FEE POLICY

Payment Process	Fees will be automatically deducted from your chosen method of payment on the 25th of each month, in advance of classes. If joining mid-term, fees will be deducted for that month's classes once enrolment is finalised. By enrolling in Sydney Performing Arts Academy classes, you are giving permission for your method of payment to be charged for the fees involved in your enrolment.
Payment Methods	Upon enrolment, families will be required to save a payment method to their account. This can be Bank Account details or a Credit Card.
Surcharges / Payment Fees	Fees for a failed bank account payment: • Failed Bank Account payment fee - $5.50 >> PLEASE BE ADVISED - these fees (charged by our merchant processor) are unable to be shown through our Jackrabbit enrolment software and therefore **will not be seen on a statement or in the Parent Portal.**
Billing Cycle	We debit the upcoming month's fees from your preferred payment method on the 25th of each month in advance of classes.
Annual Fee	The Annual Membership Fee will be charged upon enrolment.
Refunds	There will be no refunds given for: • The upcoming month's classes when enrolment was cancelled after the 24th of the month • Paid classes missed when a student leaves mid-month • Costume Fees • Production Fees • Absences • Examination Fees

Sydney Performing Arts Academy

FEE POLICY

Fees	There is an Annual Membership Fee of $35 per student or $45 per family, paid upon enrolment. This is non-refundable. If you choose to enrol after a trial, the trial class will be added to your fees as your first class. Fees for each upcoming month will be automatically deducted on the 25th from a family's chosen method of payment. Fees will not be altered to cater for future absences - Make Up classes will be available and can be done before the absence. Fees are unable to be transferred to other class or event fees.
Late Fees	If payment has not been made two weeks after a failed/declined transaction, a $10 Late Fee will be charged.
Class Schedule	Sydney Performing Arts Academy follows the NSW School Terms. Classes do not run during school holidays. Enrolment is assumed for the year and will roll-over to the following term so you do not need to re-enrol each term. **You must let us know if your circumstances change before the 24th of the month** or you will be charged the next month's fees (see 'Billing Cycle'). Refunds are not available for late notification of cancellation.
Statements/ Invoices	Account statements will be emailed to you when upcoming fees are added to your account. Fees will be available to view on your Parent Portal.
Outstanding Accounts	Students with outstanding accounts will not be able to participate in performances, exams and regular classes. A 35% surcharge will be added to accounts that get forwarded to our debt collection agency.
Make Up Classes	Make Up classes can be scheduled through the Parent Portal within the same term, as long as the replacement class has vacancies and fees have been paid. No credits or refunds will be issued if there is no appropriate replacement class. Up to five Make Up classes can be used in one term.

Sydney Performing Arts Academy

FEE POLICY

Absences	Fees will not be altered to reflect attendance. This includes but is not limited to absences due to: sickness, injury, holidays/travel, unexpected life circumstances, and change of heart. Make Up classes are available for any missed classes.
Examinations	We strive to offer our Tap and Acrobatics students the opportunity to participate in exams. This is dependent upon student and parent interest each year. An Examination Fee will be charged upon registration. There are no refunds once a student is registered.
End of Year Production Fees	ALL STUDENTS ARE INCLUDED IN THE END OF YEAR PRODUCTION. <u>Costumes:</u> Costumes are $85.50 each, per genre of dance, and we provide a split payment over Terms 1, 2 and 3 of $28.50 each term. By purchasing a costume you are agreeing to participate in the Production. <u>Production Fee:</u> A Production Fee of $57 will be charged to all participants in Term 4. For families with more than one enrolled student, a family Production Fee of $67 will be charged instead. The Production Fee covers filming, photography, certificates, medals, staff, insurance and any additional Production requirements. No refunds are available for Production or Costume Fees.
Cancelled Classes	If lessons are annulled for reasons beyond Sydney Performing Arts Academy's control such as weather, fire, government restrictions, black out etc, the class fees will not be refunded. This is due to outlays incurred regardless of whether the lesson is cancelled.
Cancelling Enrolments	After enrolling, an ongoing enrolment for the remainder of the year is assumed. You do not need to re-enrol each term. **If you wish to cancel enrolment, please email us before the next month's fees are charged on the 25th of the month** or you will be charged for the upcoming month. Fees will not be refunded if cancellation is after the 24th. If you cancel enrolment mid-month, that month's fees will not be refunded.