



## **TERMS & CONDITIONS**

### **REGISTRATION / ENROLMENTS**

1. Enrolment with AMJAZZ Dance Studios secures a spot in the requested class for your dancer for the entire term. Enrolments are automatically carried over each term, reserving a dancers spot. Notice via e-mail to [info@amjazz.co.nz](mailto:info@amjazz.co.nz) must be given if a student is not returning to classes for any subsequent terms or full fees will be charged and are payable for that term.
2. AMJAZZ offers two lessons for a dancer to try our style of dance. If a dancer returns for the third lesson the dancer is fully enrolled into AMJAZZ and a full term account is sent. If the dancers decides NOT to return after the second lesson there is no charge for these first two lessons.
3. Our timetable is subject to change at any time. AMJAZZ Dance Classes run during term time and coincide with the New Zealand primary school term. All public holidays are observed.
4. AMJAZZ offers a range of dance genres and dancers are welcome to dance more than one genre. Second discipline discounts are available as are family discounts when more than one family member dances with AMJAZZ. Conditions apply – please see below.
5. Dance exams are compulsory for all dancers at AMJAZZ and are sat annually in Term 3. Exam fees are set by the affiliations of the dance styles we offer. Exam fees range in price between \$45.00 and \$135.00(approximately). Exam fees are paid separately to your AMJAZZ fees and cannot be charged to your AMJAZZ Account. Late charges apply to these fees. Dancers must sit exams to advance to the next level. Exams for adult dancers are optional.
6. Our Elementary, Intermediate and Advanced levels for Jazz have second lessons for exam work during Terms 2 and 3. These classes are optional but are highly recommended and we offer a reduced charge for these classes. Second classes are charged on the following terms account and you are only charged for the number of classes your dancer attends.
7. Your dancer will be placed in an age-group exam class when they start dancing with AMJAZZ. Dance exams for Jazz, Hip Hop and Contemporary are compulsory for all dancers at AMJAZZ. They will sit their first exam in Term 3 2022. Exam fees are set by the affiliations of the dance styles we offer. Exam fees range in price between \$45.00 and \$135.00(approximately). Exam fees are paid separately to your AMJAZZ fees and cannot be charged to your AMJAZZ Account. Late charges apply to these fees. Dancers must sit exams to advance to the next level. Exams for adult dancers are optional.

8. All of our dancers aged from 5 years up perform in our end of year Dance Production. A Costume Hire Charge is included on your Term 3 account. This charge covers the cost of your dancers costume(s) for the concert. The costume hire charge is non-refundable.
9. In the case of a conflict of interest or misconduct, AMJAZZ has the right cancel enrolment at anytime.
10. To ensure uninterrupted operation during all levels of the COVID-19 Protection Framework, AMJAZZ requires all dancers (over 12 years and 3 months) to be fully vaccinated and to present their Covid-19 Vaccination Record to the office to attend classes. Please refer to our Covid-19 Policy on our website and on the notice boards in our studio waiting rooms.
11. If AMJAZZ is required to cancel lessons due to unforeseen circumstances (ie Natural Disaster, Pandemic, Epidemic etc) AMJAZZ will offer make up lessons for the lessons missed.

## **STUDENT HEALTH AND SAFETY**

1. By enrolling with AMJAZZ Dance Studios you consent to your child participating in classes run by AMJAZZ Ltd and that when you are not present you consent to your child being under the care of AMJAZZ Ltd teachers. AMJAZZ Dancers are under supervision during class only and while we aim to provide a safe environment, teachers and staff cannot be responsible for students outside of allocated class times.
2. AMJAZZ Ltd aims to provide a safe learning environment to reduce the risk of injury. Dancers and caregivers should recognise that dance does incorporate a certain level of risk. AMJAZZ Ltd is not liable for any personal injury sustained or loss of property while attending classes. AMJAZZ Ltd provides qualified and / or experienced teachers who actively promote safe teaching practices.
3. To ensure a student's wellbeing during classes with AMJAZZ Ltd, current and up to date medical information must be supplied in the case of any allergies or physical, learning or mental disability.
4. Physical contact with students may occasionally be necessary by our teachers while teaching them correct body placement for dance technique. Any concerns should be discussed with AMJAZZ Ltd prior to class commencement.
5. In the event of an emergency, where a parent / guardian is not present, all effort will be made to contact the caregiver nominated on the registration form. If contact is unsuccessful, this agreement allows AMJAZZ Ltd to take all necessary steps for the proper care and treatment of the student, including, but not limited to seeking professional medical help, taking the student to hospital and in a worst case scenario, authorizing general anesthetic, at the caregivers cost.

## **PRIVACY & MEDIA RELEASE**

1. Personal details supplied at the time of enrolment will not be shared to any third party without your written consent, except when payments are overdue and a third party may be brought in to seek payment.
2. Occasionally AMJAZZ Ltd may record your child's image via video or still camera. This agreement allows AMJAZZ Ltd to use those images for marketing, promotional or training purposes. Any concerns should be raised at the time of enrolment and objections should be made in writing.
3. AMJAZZ is bound by syllabus, creative and music copyrights. Due to this permission needs to be sought, from the teacher in attendance, by anyone wishing to take still images or filming of AMJAZZ dancers.
4. Social Media Policy: AMJAZZ Ltd takes the privacy of our dancers very seriously and request that permission is sought from the teacher in attendance, prior to posting any image via video or still camera on any public forum including, but not limited to; FaceBook, Instagram, Twitter, TikTok, Snapchat, WhatsApp etc. While AMJAZZ Ltd will make every effort to encourage this policy, AMJAZZ Ltd takes no responsibility for images shared by members / students / parents filmed during classes at AMJAZZ Dance Studios.

## **FEE PAYMENT POLICY**

1. AMJAZZ fees and charges are inclusive of GST
2. Fees are on a per term basis. Fees will be on a pro rata basis only when a student starts part way through a term.
3. Fees are subject to change at any time and are reviewed annually.
4. Term Accounts are sent out 2 weeks prior to the start of each term and are due 4 weeks before the end of each term.
5. Fees can be paid via Cash or Internet Banking only. AMJAZZ does not accept cheques or have Eftpos facilities.
6. Cash payments can be made into the locked studio letterboxes located in each waiting room. Please ensure your invoice remittance advice or payment slip is completed and payment is in an envelope before posting.
7. Please ensure your dancers first and last name is included as a reference when paying account via internet banking
8. Families paying by Automatic Payment must ensure their payments cover the full amount of their term fees and that the account is paid in full 4 weeks prior to the end of term. Any payments received during the School Holidays will be applied as a credit towards the next term's account.

9. Statements are sent out prior to the end of the term for any families with outstanding accounts for the current term. The statement is sent as a reminder that the account is still outstanding and is due.
10. We have a zero tolerance for unpaid accounts
11. For late and or unpaid accounts, AMJAZZ Ltd may withdraw students from classes at their discretion.
12. Where parents/caregivers are having difficulties paying their fees, they should contact the AMJAZZ office so payment arrangements can be made. We are happy to work with you in most circumstances, but only if you make contact with us.
13. Should fees remain unpaid on the last day of the Term, you will receive an email to make payment immediately or contact us and make weekly arrangements for the outstanding amount. If we do not receive payment or contact within the week following the email/letter being sent out, you will incur a \$25.00 late payment fee. If payment is still not made, the account will be referred to our collection agency, Baycorp, for collection. Baycorp will add a collection fee to the amount owing. This amount, together with the original amount of the debt, will then be the amount owed. Additional administration fees, collection agent and collection costs may be charged to overdue accounts.
14. Once accounts have been referred to Baycorp, dancers will not be permitted to return to AMJAZZ unless fees are paid for in advance.
15. If your dancer decides not to return after 3 lessons of their initial enrolment, there will be NO REFUND on the Term account.
16. Parents / Guardians are responsible for attendance. No refunds will be given for missed sessions. Early withdrawal from classes during the term may be considered, subject to written notification from the parent / guardian of the child, only at the discretion of AMJAZZ Ltd. No discount or make up lesson will be offered in the case of a student missing a class.
17. In case of injury or sickness a medical certificate can be provided and a credit for the missed lesson will be applied to the following term account. The medical certificate must be current – within 2 weeks of the date the class was missed.
18. In the case of a teacher being unwell or unable to teach a class, every effort will be made to find a replacement. If no replacement can be found, a make-up lesson will be offered where possible.
19. ALL dancers from the Pre-Intro Jazz level and up perform in our end of year concert and a Costume Hire Charge is included on your Term 3 Account. If dancers decide not to return in Term 4, their costume hire charge WILL NOT be refunded.

### **Early Payment Discount Policy**

1. AMJAZZ Offers a \$10 Early Payment Discount, to apply fees must be paid in full by the discount due date detailed on the AMJAZZ invoice.
2. The date for the Early Payment Discount will be 2 weeks into the new term, giving you 4 weeks to take advantage of the Early Payment Discount
3. The Early Payment Discount applies to Full Term fees only and cannot be applied to charges for part-term charges or second lessons.
4. No Early Payment Discounts are offered to the Mini Movers, Acro, Aerial Conditioning, Performance Classes, Hip Hop Crew Classes or Pre-Intro classes.

### **Second Genre Discount Policy**

1. AMJAZZ offers a discount of \$10.00 per term for dancers doing more than one exam discipline (ie Jazz, Contemporary, Hip Hop)
2. No Second Discipline Discounts are offered to the Mini Movers, AcroDance, Aerial Conditioning, Performance Classes, Hip Hop Crew Classes or Pre-Intro classes.

### **Family Discount Policy**

1. The family discount is offered to families who have two or more dancers enrolled at AMJAZZ.
2. The family discount is offered to the eldest member of the family.
3. The family discount is only available to families that have dancers in exam classes. Therefore, Mini Movers and Pre-Intro, Acro, Stretch Leap and Spin, Performance and Aerial Conditioning Dancers do not receive the family discount.
4. The discount offered is equivalent to the cost of one dance lesson per term. This discount will be credited to your Term account for the discipline with the highest charge per lesson.
5. Families with three or more dancers will be offered a discount to the two oldest family members.

### **Uniform Order Policy**

1. AMJAZZ requires dancers to wear uniforms for all exam classes in Terms 2 and 3 (AcroDance, Aerial and Mini Movers/Pre-Intro classes do not require a uniform and uniform for adults are optional)
2. A Uniform Booklet (including uniform requirements for each class) is issued and a Uniform Weekend happens annually in March
3. Uniforms can be ordered from AMJAZZ Dance Studios office
4. Payment for uniforms is required at the time of ordering or on receipt of invoice. Once payment is received at the office the items are dispatched to your dancers class
5. Payment can be made via Cash or Internet Banking only

6. AMJAZZ does its best to get orders out in a timely manner however some orders from our suppliers can take up to 6 weeks to arrive. Please place your order as early as possible.