

TERMS AND CONDITIONS

Dance Group Classes

Trial Lessons

One trial lesson for group classes, free of charge, can be arranged via email to OMA. After a trial lesson, if desired to continue onto enrolment, registration via our online portal is required.

Enrolment Period

- Company and Performance Troupe membership: one (1) calendar year commitment.
- Group Dance and Private Dance Lessons: one (1) school term commitment.
- Enrolments will continue automatically from term to term until the end of the school year.

Number Of Lessons Per School Term

The number of lessons for classes are based on Pacific Hills Christian School (PHCS)'s Term dates. Classes are charged per number of lessons that occur during a term and considers public holidays. For Group Dance Classes, full charges will apply regardless of student attendance.

Uniform

All dance classes require uniforms to be worn. No school uniform is to be worn at any time during dance classes except for Tiny Tots where Prep uniform will be worn. Dance uniforms can be purchased from the OMA office.

Tots

Students are required to be transported and changed by their parents in the OMA change rooms. Please do not use the bathroom facilities in school reception area.

Tiny Tots

Tiny Tots classes will be held during lunch times and students will wear their Prep Uniform.

Junior School Transfers For 3:15pm Classes (Year 1 – Year 4 Only)

PHCS Junior School students can be collected by OMA from Junior School upon conclusion of the school day. They are given opportunity to change into their dance uniform and the service includes transfers and supervision until class commencement at 3:15pm. This can be opted into by families. A flat fee per term, as published, is charged for this service.

Notice Of Absence For All Group Classes

Full charges will apply regardless of student attendance.

Costume Fee

Costumes are mandatory for the End of Year Concert and other performances. A costume fee based on number and type of costumes are charged to families. Estimated pricing of costumes are included in our published fees.

Late Pick-Up Fee

A late pick-up fee per our published fees will be charged where students are not collected immediately upon end of dance lessons. The fee charged will apply from end of class time and will be charged per every 15 minutes that pick-up is delayed.

Communication And Complaints

Parents requiring communication with tutors can email or contact the OMA office who will liaise with the tutor to agree to a suitable time to discuss. Please speak with your tutor prior to submitting a formal complaint. Complaints are to be made in writing and can be submitted to hillsdance@onemakeracademy.com.au.

Withdrawal Notice

OMA must be advised in writing by the last day of a PHCS's school term that a student will be withdrawn from the following term. Dance students wishing to withdraw at the start of Term 4, must advise OMA on the first week of Term 3 as End of Year Concert dances are in progress and costumes are ordered during Term 3.

- Notice must be provided via email to hillsdance@onemakeracademy.com.au, not to the tutor/teacher. No notice is required at the end of a school year.

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Group Classes

Invoices And Payments

Fees will be charged as per published fees on our website.

Dance invoices will be issued in arrears at the end of each school term.

No refund or credit is provided for mid-term withdrawals.

Invoices for additional services such as dance camps will be issued as services rendered. Invoices for costume fees or performance tickets will be issued upon the finalisation of costs being incurred by OMA. All prices include GST where applicable.

A student enrolment may be cancelled if fees are in arrears.

Minimum number of students are required for each class, if not reached, class won't be offered.

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Private Dance Classes

Choreography Fees

All Company solo, duo, trio and small group classes attract a choreography fee as per our published fees. Technique solo, duo or trio lessons do not incur this fee.

Lessons During School Hours

For any private lesson enrolments during school hours, students in Junior School will be collected by tutors. The collection and return time will form part of the allocated lesson time. Middle & Senior School students are requested to present themselves at the scheduled time at the OMA office for their lessons. Lesson times cannot be extended for late arrivals.

Notice Of Absence For Private Dance Lessons

Maximum allowed two (2) notice of absence/lesson cancellations per term. This must be emailed to hillsdance@onemakeracademy.com.au. For Private Dance lessons at least 3-business days' written notice of absence is required to cancel a lesson. This cancellation includes (but is not limited to) such as sickness, camps, excursions, exams, school events or holidays. Missed or cancelled lessons beyond the 2 allowed and without 3 business days' notice will be charged. Late notice cancellations will result in a charge for the full term's fees.

Invoices And Payments

Fees will be charged per published fees on our website.

Dance invoices will be issued in arrears at the end of school terms.

No refund or credit is provided for mid-term withdrawals.

Invoices for additional services such as dance camps will be issued as services rendered. Invoices for costume fees or performance tickets will be issued upon the finalisation of costs being incurred by OMA. All prices include GST where applicable.

A student enrolment may be cancelled if fees are in arrears.

Minimum number of students are required for each class, if not reached class won't be offered.

TERMS AND CONDITIONS

Troupe & Company Group Classes

Company And Performance Troupes

Pre-requisites

Troupe: As a minimum, students must be enrolled in

- One technique class per week AND
- One recreational class per week

Company: As a minimum, students must be enrolled in

- One technique class per week (Stretch & Strength class is allowed for Platinum) AND
- One recreational class per week (in the style of the Company dance)
- Enrolled in performance troupe (If student is a PHCS student year 1-6)

For all Troupe & Company dancers, class attendance is compulsory with only one allowed notified absence per term. For absences from any performance or competition, four (4) weeks' notices must be provided to the dance tutor and OMA office, in writing to hillsdance@onemakeracademy.com.au. Additional compulsory rehearsals prior to competitions or events may need to be scheduled, based on tutor assessment. These rehearsals will be treated as additional lessons and families will be charged accordingly.

Notice Of Absence For Company And Performance Troupes

Full charges will apply regardless of student attendance.

Performances And Excursion Requirements

Attendance is compulsory to all performances and excursions. Permission notes will be issued via Parents Lounge and are required to be approved by the parent/caregiver.

Performance And Choreography Fees

An annual performance fee is charged for Company Dance and Troupe. This covers the cost of registration for competitions, except for Dancelife Unite. Families are responsible for enrolment and payment of fees related to Dancelife Unite.

Invoices And Payments

Fees will be charged per published fees on our website.

Dance invoices will be issued in arrears at the end of school terms.

No refund or credit is provided for mid-term withdrawals.

Invoices for additional services such as dance camps will be issued as services rendered. Invoices for costume fees or performance tickets will be issued upon the finalisation of costs being incurred by OMA. An additional event fee may be applied to term charges for (and not limited to) ticketing, registrations, music and transport. Any additional fees will be advised on notification of the event.

All prices include GST where applicable.

A student's enrolment may be cancelled if fees are in arrears.

Minimum number of students are required for each class, if not reached class won't be offered.

TERMS AND CONDITIONS

Private Music Lessons

Enrolment Period And Withdrawal Notice

Minimum one school term commitment. Enrolments will continue automatically from term to term unless OMA is advised via email by the last day of Pacific Hills Christian School (PHCS)'s school term that a student will be withdrawing from the following term. A late notice fee as per our published fees may be charged also where families do not provide notice in line with this condition. Email to hillsinfo@onemakeracademy.com.au, not to the tutor/teacher. No notice is required at the end of a school year, classes are not rolled over. Lesson registrations are required each calendar year.

Number Of Private Music Tuition Lessons Per School Term

The number of lessons for classes are based on PHCS's Term dates. Classes are charged per number of lessons that occur during a term and considers public holidays.

Lessons During School Hours

For any private tuition enrolments during school hours, students in Junior School will be collected by tutors. Collection and return time form part of the allocated lesson time. Middle & Senior School students are required to present themselves at the scheduled time at the OMA office for their lessons. Lesson times cannot be extended for late arrivals.

Notice Of Absence For Private Music Tuition

A maximum of two (2) notice of absence/lesson cancellations are permitted per term with 2 business days' notice. Please email hillsinfo@onemakeracademy.com.au. Minimum **2-business days'** written notice of absence is required to cancel a lesson without charge. This cancellation includes (but is not limited to) sickness, camps, excursions, exams, school events or holidays. Missed or cancelled lessons beyond the 2 permitted or without 2 business days' notice will be charged.

Late notice cancellations or late absence advise will result in a charge for the full lesson fee. If we receive notification of absence prior to commencement of Term, the (max 2) lessons will be removed from the invoice.

Private Music Tuition Make Up Lessons

Make up lessons will not be provided should a student be unable to attend a lesson without 2 business days' notice. An additional lesson can be scheduled if required, this is dependent on lesson availability and teacher agreement. Additional make up lesson/s will be charged at the regular lesson fee rate.

Communication And Complaints

Parents requiring communication with tutors can use the Music Tuition Diary, email, or contact the OMA office who will liaise with the tutor to agree to a suitable time to coordinate a discussion. It is important that the tutor/teacher is aware of your concerns so please speak with your tutor prior to submitting a formal complaint. Complaints are to be made in writing and can be submitted to hillsinfo@onemakeracademy.com.au.

Instruments

Students are required to have access to their own instrument at school and at home. Own instruments and accessories (Oils, rosin, grease, tuners, capos etc) must be brought for private lessons. We do not loan items to students.

All instruments are available for hire through OMA or through our suggested instrument supplier. Please refer to the Instrument Hire section for more information and pricing. Student books may be a requirement for any of our tuition services and parents need to buy these outright.

Private Music Exams/Instrument Grading

OMA provides the option for students to work towards exams and instrument grading. Most students who take this option work through the Australian Music Examinations Board (AMEB), but other options can be discussed with individual tutors. These are not compulsory for students.

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Private Music Lessons

Students undertaking examinations should budget for exam registrations, course book requirements plus a further cost for an accompanist for rehearsals and performances. All fees relating to the cost of the exam are discussed by the tutor and paid by parents directly to the Examination Board etc. Registration and payment for exams is not administered by OneMaker Academy.

Invoices

Private music tuition Invoices will be issued at the end of each term. Authorised credits will be issued against following term invoices.

Prices include GST where applicable.

A student may not be re-enrolled for following terms where fees are outstanding.

TERMS AND CONDITIONS

Bands, Ensembles, Vocal Group Classes

Enrolment Period And Withdrawal Notice

One school year enrolment. No refund or credit is provided for withdrawals. Minimum student numbers are required for each class. If these numbers are not reached, the class will not be offered.

OMA must be advised via email by the last day of PHCS's school term that a student will be withdrawing from the following term. Written notice must be sent to hillsinfo@onemakeracademy.com.au, not to a tutor/teacher. Late fees will apply.

No notice is required at the end of a school year.

Communication And Complaints

Parents requiring communication with tutors can contact the OMA office who will liaise with the tutor to agree to a suitable discussion time. Please speak with your tutor prior to submitting a formal complaint. Complaints are to be made in writing and can be submitted to hillsinfo@onemakeracademy.com.au.

Instruments

Students are required to have access to their own instrument at school and at home. Please ensure your own instrument is brought to rehearsals - this excludes keyboard & percussion students.

All instruments are available for hire through OMA or through our suggested instrument supplier. Please refer to the Instrument Hire section for more information and pricing. Hire of an instrument is for 1 year – no refund or credit is provided for return within the year. Student books may be a requirement for any of our tuition services and parents need to buy these outright.

Pre-requisite For Bands/Ensembles

A pre-requisite of the Band Program is that students receive private music tuition, with OMA or elsewhere. This excludes Beginner Concert Band and Beginner Strings enrolments. For all other bands/ensembles placements, auditions are required, or placement may be made by conductor invitation only.

Performance And Rehearsal Requirements

Band members must attend weekly rehearsals, as well as performances and eisteddfods as required. Parental/Guardian permission is a prerequisite to membership. Permission notes and information on performances are via Parents Lounge. Given the intensive performance schedule in Term 4, compulsory attendance is required. As a result, notice for illness, absence, early holiday leave must be sent in writing to the OMA office.

TERMS AND CONDITIONS

Bands, Ensembles, Vocal Group Classes

Music Camp

It is **compulsory** for every student enrolled in a Band/Ensemble/Choirs to attend the annual Music Camp. A **non-refundable camp deposit** as per published fees will be charged upon enrolment for the year. The balance will be invoiced upon conclusion of the camp. The Music Camp is usually held during Term 2. Permission notes will be required.

Band Uniform

All Band members are required to wear full formal school uniform for performances. Some of the performances may require a special themed colored item or 'all black attire' - long sleeved black shirt and black long pants with black socks and clean polished shoes. This will be advised on notification of the event.

Music Sheets

Students are provided with music sheets during their band membership. Copyright licenses are attached to these music sheets and OMA is only permitted to make a limited number of copies. A replacement fee as per our published fees will be levied should a student misplace and/or lose the music sheets provided.

Incidental Event Fees

Students will be required to perform at events and eisteddfods as part of their band/ ensemble membership and experience. An additional event fee may be applied to term charges for (and not limited to) ticketing, registrations, music and transport. Any additional fees will be advised on notification of the event.

Invoices

Annual memberships will be invoiced at the commencement of the school year, or upon student enrolment. Pro-rated annual band membership fees apply for mid-year enrolment. No refund or credit is provided for mid-year withdrawals. Full charges will apply regardless of student attendance. Prices include GST where applicable.

A student may not be re-enrolled for following terms where fees are outstanding.

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Instrument Hire

Instrument Ownership

Ownership of the hired instrument does not transfer to the hirer but remains with OMA or the external instrument provider.

The individual who has hired the instrument must not sell, lend, lease, assign, mortgage, pledge for pawn or otherwise deal with the instrument in such a way that it leaves the individual's control.

Hire Term

The instrument hire period is annual (one school year) and invoiced at the start of Term 1 or upon commencement of hire. (Please Note: this is neither a calendar year, nor a one-year hire period that can span over two school years for HOPA students).

No credits, refunds or pro-ration of the annual hire fee will apply upon early termination of the hire, even if the hired instrument is returned to OMA.

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Instrument Hire

Instrument Care

The hirer is responsible for:

Maintaining the instrument in the same condition as received upon commencement of hire. This includes

- The purchase of consumables such as reeds, strings, oils, greases and all other items expected for general maintenance whilst in use.
- The cleaning of the interior of the instrument after use to keep it in proper working condition.

Theft, Loss And Repair Cost

The hirer is responsible to return the instrument in similar working condition as upon issue. The hirer must not, at any time, attempt to repair or change the instrument in any way, shape, or form. In the event of a damaged instrument, the hirer must contact OMA to assess the damaged instrument. A damaged instrument must not be taken to any repairer without OMA's prior authorisation.

If the instrument can be repaired, a repair cost will be charged based on the actual cost of repair. If an instrument cannot be repaired, replacement cost for the instrument will be charged to the hirer.

OMA must be notified within 48 hours of any loss, theft, or damage of the hired instrument. If an instrument is lost, replacement cost of the instrument will be charged to the hirer.

Issue Of Hired Instrument

Instruments will be advised for pick up from the OMA office when ready.

Renewal Of Hire

Contracts can only be renewed for another year upon return, inspection and service of the hired instrument. This is also conditional upon receipt of full payment for the previous hire period.

Return Of Instrument

Instruments are serviced during the December school holiday period. Hired instruments must be returned at the end of the hire period to the OMA office as follows:

- For PHCS Students: by the last day of Term 4 of any given school year
- For DPS students: the day after DPS presentation day at the end of Term 4 of any given school year.

Failing to return instruments in line with the above set conditions will incur a late instrument return fee in line with the published fees on our website. As the instrument will not be available for service during December, the servicing of that instrument will need to be organised and paid for by the hirer in line with requirements and providers as prescribed by OMA.

Holiday Instrument Hire

Holiday Instrument Hire may be requested at an additional fee. OMA has the right to decline requests. Families applying will be required to complete a form. There are specific Terms and Conditions that applies. Please see the fee schedule for related charges listed under other fees.

Invoicing

An invoice for annual hire of the instrument will be issued in accordance with published fees at the commencement of hire.

Invoices are due to be paid as noted per invoice due dates. All prices include GST where applicable.

Complaints/Issues With Instruments

Please email to hillsinfo@onemakeracademy.com.au.