



DRAMA CLASS ENROLMENT

Visit our website at www.stageflight.com.au for course details

1. Email info@stageflight.com.au or call us on **02 6495 7435** to confirm if places available
2. **Read and agree to conditions of enrolment on page 2**
3. **Complete this form** and return to StageFlight via email or to PO Box 94, Pambula NSW 2549
4. **Pay fees** by Direct Credit/Cheque. Invoices are issued by email in Week 1 and are payable within 7 days

STUDENT DETAILS

Student's Full Name (underline preferred name)			
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	Year of birth	
School Year		Name of School	
Email Address			
Home Address			
Town		Postcode	
Phones (home/work/mobile)			
Any special or medical needs or allergies we should know about?			
Medication Plan Provide full details if relevant			
Theatre/singing/dancing/music/performing experience?			
How did you hear about StageFlight? (tick all that apply)	<input type="checkbox"/> Email from StageFlight <input type="checkbox"/> Word of mouth <input type="checkbox"/> Internet search / Website	<input type="checkbox"/> Facebook <input type="checkbox"/> Brochure/flyer/poster <input type="checkbox"/> Other: _____	
Do you have multiple family members enrolled at StageFlight?	<input type="checkbox"/> No <input type="checkbox"/> Yes > Receive 10 % family discount on course fees		
Is the student a Footprint Theatre member or associate ?	<input type="checkbox"/> No <input type="checkbox"/> Yes > Receive 10 % discount on course fees (Visit www.footprint.org.au to join)		

COURSE DETAILS

See our website for full course details

I am enrolling in/paying for: (course name)	Course Fees inc GST	\$
	Less Discount (if any)	\$
Course fees See our website at www.stageflight.com.au for current fees 10% discount for Footprint Theatre members/multiple family member enrolments	TOTAL DUE inc GST	\$

PAYMENT DETAILS

Payment Method Fees must be paid by the start of the 2nd class each term	<input type="checkbox"/> DIRECT CREDIT (preferred): Account Name: StageFlight Bank: NAB BSB 082967 Acct Nbr 653717797 Ref: <i>Student name + term, eg A SMITH Term 4</i> <input type="checkbox"/> CHEQUE: Made out to 'StageFlight' Please DO NOT send cash
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STUDENT SIGNATURE

I accept the enrolment terms & conditions overleaf

Student Signature	
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PARENT (IF STUDENT IS UNDER 18)

I accept the enrolment terms & conditions overleaf

Parent/Guardian Name(s)		Signature	
Contact Phone(s) (during course time)			
After class arrangements Always ensure your child knows what arrangements apply	<input type="checkbox"/> I will collect my child after class <input type="checkbox"/> The people named below * are also authorised to collect my child after class <input type="checkbox"/> I give permission for my child to walk or ride home / to my workplace after class <i>Note: Classes in winter finish after dark - please consider safest arrangements in winter.</i> Late fees of \$15 per 15 minutes apply if student collected later than 15 minutes after class.		
* Authorised Person Name(s)		Contact Phone(s)	
<i>Office use only</i>	Payment received / /	<input type="checkbox"/> Receipt & confirmation sent	

Full course details available on our website. **Please read the terms & conditions overleaf before signing this form.**

STAGEFLIGHT ENROLMENT TERMS AND CONDITIONS

By signing/submitting the enrolment form, the student (or parent/guardian if student is under 18) acknowledges and accepts the following enrolment conditions.

StageFlight reserves the right to:

- change programs without prior notice or to cancel a course
- merge published age groups and structure classes as required
- refuse enrolment as permitted by law or to ask a student to leave a course if they are regularly disruptive, behave inappropriately, are consistently late or have not paid fees by the due date.
- take and use photos, videos and sound recordings of students for promotional and archival purposes in print and on the Internet, at public screenings or broadcast.

Copyright & Video/Audio/Photographic Recordings

All material recorded during class exercises remains the copyright of StageFlight and the workshop tutor. . Participants may not make recordings (audio, videos or photos) of any activities at StageFlight workshops. Recordings of class work are not provided to students unless otherwise stated. Where recordings of class work are provided to students, this material remains the copyright of StageFlight and can only be used by the participant for personal use, may not be copied, sold, screened publicly, published on the Internet, or submitted to festivals or school projects unless written permission has been previously granted by the Director of StageFlight.

Health and Safety

Whilst tutors take due care to provide a safe learning environment, students/parents/guardians acknowledge that some class activities can be physical and may involve the risk of accidents. You must advise us if a student has health issues, special needs or needs/carries medication while attending a course. Whilst a first aid kit is to hand and the supervisor has a first aid certificate, tutors cannot be responsible for the administration of medication or ensuring suitable precautions are in place to suit all participants. Should a tutor deem it necessary for an ambulance to be called, costs will be incurred and paid for by the student or guardian/ parent. Students with illnesses or injuries that prevent them from participating must not attend class. If your child has not been immunised, they may be excluded from class for a period of time if we become aware that there is a high risk of exposure to/from other students in class.

All tutors are required to have a current verified Working with Children Check and we are happy to provide tutor details to parents on request, for verification on the NSW Govt Kids Guardian website: <http://www.kidsguardian.nsw.gov.au>.

It is very important that students bring a water bottle to class, and that they have eaten a *healthy* snack between school/work and class. Tired, hungry or thirsty students cannot participate well.

Behaviour in Class

Theatre is great fun but it can also be physically and mentally demanding. Students need to show self-discipline and respect for others in their learning by actively participating, listening to others and following all reasonable instructions. This allows everyone to have a positive learning environment and become valued members of our ensemble. If a student is repeatedly disruptive or inappropriate in class to the point where other students are affected, the tutor will discuss with the student/parent/guardian if the student wishes to continue attending classes. If the disruptive or inappropriate behaviour continues, enrolment will be cancelled and no refund will apply.

Cancellation

Please choose your course carefully. StageFlight cannot refund course fees once a course has started unless StageFlight cancels the course. If a course is cancelled part way through, the unused portion of the fees will be refunded or credited to the next term's fees. If an after-school lesson needs to be cancelled at the last minute due to an emergency, StageFlight will attempt to notify all students / parents by phone and via their school or workplace.

After class arrangements

For safety reasons, after class arrangements for students under 18 must be noted on the enrolment form. Please ensure your child is always aware of these arrangements. Winter classes finish after dark and we recommend that you authorise someone to collect your child. Ensure that other people authorised to collect your child are listed on the enrolment form. If circumstances change, please advise us by email or in writing and speak to the tutor.

Late fees

Children must be collected promptly at the end of the session. If you have not collected your child within 15 minutes of the class finish time, we will call you on the contact numbers provided on the enrolment form. A late fee of \$15 per quarter hour may be charged if you have not collected your child within 15 minutes after the end of the scheduled class finish time.

Data Privacy

We use your enrolment data to:

- Process your enrolment
- Notify you of classes, performances, workshops and auditions for both StageFlight and other theatre/film organisations
- Maintain a contact register for attendance purposes and in case of emergencies during class
- Assign appropriate material based on age, gender and experience

We don't disclose your data to third parties, except as provided for under Australian and NSW law.

Feedback

We welcome feedback on how to improve our classes. If you have any concerns, please contact your tutor or the Director on 6495 7435 or email info@stageflight.com.au.