



# Enrolment Handbook

## 2026

### Welcome to Dance Theatre Network.

We are looking forward to 2026, our 48th season of classes.

We trust that you will find this handbook informative and helpful.

If you have any questions, please do not hesitate to contact our Office Manager, Karol Dimoski on 9758 9255.

We look forward to seeing your child in classes in 2026.

Sincerely,

**Bec Kay**  
Principal

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#### DTN VALUES...

**INCLUSION**  
**IMPROVEMENT**  
**COMMITMENT**  
**COMMUNITY**  
**RESPECT**

#### OUR PLEDGE...

We will provide performing arts tuition in an environment where children and teenagers feel safe, comfortable and valued.

We believe that every student is as important as the next, and every person enrolled in a class deserves the same amount of respect and attention from their teachers.

We aim to give each student a positive memory of their year/s at the studio, while at the same time teaching them life lessons in good time management, respect and discipline. For those students who are interested in a career in the performing arts, we can direct and guide them into avenues that will aid them in finding an agent and gaining work in the entertainment industry.

***We pride ourselves on our personal yet professional relationship with all of our students and their families.***

# SECTION 1 - Studio Information

ADMINISTRATION	<p>Our <b>Principal</b> and Director is Bec Kay and she can be contacted on:  <a href="mailto:info@dancetheatrenetwork.com">info@dancetheatrenetwork.com</a></p> <p>Our <b>Studio Operation contact</b> is Rebecca Miller and she can be contacted on:  <a href="mailto:contact.dtn@dancetheatrenetwork.com">contact.dtn@dancetheatrenetwork.com</a></p> <p>Our <b>Accounts Manager</b> is Robyn Perivolaris and she can be contacted on:  <a href="mailto:accounts@dancetheatrenetwork.com">accounts@dancetheatrenetwork.com</a></p> <p><b>Our reception is open:</b>        Tuesday &amp; Friday 9:30am to 11:30am        Monday, Tuesday, Thursday and Friday 3:00pm to 7:00pm        Saturday 9:00am to 1:30pm  <b>The office is closed on Sunday</b></p>
PHONE NUMBER	(02) 9758 9255
ADDRESS	Unit 2/96 Rogers Street Roselands 2196
PARKING	<p>At any time of the day or night (24 hours) you may only PARK or STAND your car in MARKED <b>DTN</b> spaces. If there are no spaces available, please park on the street.</p> <p>Please be aware of the NO PARKING / NO STANDING zones within the <b>DTN</b> carpark. These places either impact on the businesses of our neighbours or jeopardise the safety of our students.</p> <p>There is NO STANDING or PARKING at any time in the following areas.</p> <ol style="list-style-type: none"> <li>1. The corner area in front of <b>DTN</b> Studios - where children enter and exit.</li> <li>2. Any other UNMARKED space including (but not limited to) in front of or adjacent to the glass doors and roller doors throughout the whole building complex.</li> <li>3. Anywhere in the middle of the carpark.</li> </ol> <p>Please ensure that ANYONE who is picking up or dropping off students at the studio is aware of this parking policy. Cars found to be parked illegally will be given a yellow card warning. Repeated breaches will lead to student suspension.</p>
WEBSITE, FACEBOOK and INSTAGRAM	<p><a href="http://www.dancetheatrenetwork.com">www.dancetheatrenetwork.com</a>  <a href="http://www.facebook.com/DanceTheatreNetwork">www.facebook.com/DanceTheatreNetwork</a>  <a href="http://www.instagram.com/dancetheatrenetwork">www.instagram.com/dancetheatrenetwork</a></p> <p>All correspondence regarding your child's placement, classes, attendance or any other matter at DTN is required to go through our office. If you use social media to contact any of our staff members, they will respond with "I am sorry, I am not able to help you with this today, please send an email to <a href="mailto:contact.dtn@dancetheatrenetwork.com">contact.dtn@dancetheatrenetwork.com</a> or call the office on 02 9758 9255".</p>

<b>CORRESPONDENCE</b>	<p>All correspondence will be emailed. On registration, you will be asked to provide us with a current email address. <i>We can send correspondence to multiple addresses for one family, so if you would like to add another email address to our mailing list, you may register it with our Accounts Manager accounts@dancetheatrenetwork.com. We recommend that all high school students provide us with their email address so that they receive studio correspondence.</i></p>															
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<b>STUDIO HOLIDAYS</b>	<p><b>Dance Theatre Network</b> holidays DO NOT correspond exactly with the public school term dates. We only issue these term dates once a year, so please make note of them now. Refunds or discounts will not be given for classes missed at the start or end of a term. Once a student is enrolled in a class, there are no refunds of tuition for classes missed or for cancellations.</p>															
<b>PUBLIC HOLIDAYS</b>	<ul style="list-style-type: none"> <li>• Easter Falls during <b>DTN</b> holidays.</li> <li>• Anzac Day is Saturday 25<sup>th</sup> April – there will be no classes.</li> <li>• Classes <b>WILL</b> run on the June long weekend (Saturday 6<sup>th</sup> – Monday 8<sup>th</sup> June ).</li> <li>• The Labour Day long weekend falls in the <b>DTN</b> holidays.</li> </ul>															
<b>PERFORMANCE EVENTS</b>	<p>These activities involve ALL <b>Dance Theatre Network</b> students and ALL are encouraged to take part.</p> <p>Planned absence from the concert requires written notice to be received by email before the start of Term 3, otherwise it will be assumed that your child is participating and a concert costume will be ordered for you. Please mark these dates in your diary now.</p> <table border="1" data-bbox="441 1394 1457 1910"> <tr> <td data-bbox="441 1394 668 1634"><b>Show Day PROPOSED DATES</b></td><td data-bbox="668 1394 1457 1634"> <p><b>Saturday 20<sup>th</sup> and Sunday 21<sup>st</sup> June OR 27<sup>th</sup> and 28<sup>th</sup> June.</b>  This is dependent upon venue availability.  Show Day incorporates Dance, Musical Theatre and Singing classes only.  <i>The exact date for your class is yet to be confirmed. Please mark these dates in your diary now. Details to follow later in the year.</i></p> </td></tr> <tr> <td data-bbox="441 1634 668 1775"><b>Dress Rehearsal (for all except Ready Set Dance)</b></td><td data-bbox="668 1634 1457 1775"> <p><b>Sunday 15<sup>th</sup> November.</b>  <i>Times TBA – you will not be required all day.</i></p> </td></tr> <tr> <td data-bbox="441 1775 668 1910"><b>Concerts</b></td><td data-bbox="668 1775 1457 1910"> <p><b>Saturday 19<sup>th</sup> and/or Sunday 20<sup>th</sup> December.</b>  <i>Details to follow later in the year.</i></p> </td></tr> </table>	<b>Show Day PROPOSED DATES</b>	<p><b>Saturday 20<sup>th</sup> and Sunday 21<sup>st</sup> June OR 27<sup>th</sup> and 28<sup>th</sup> June.</b>  This is dependent upon venue availability.  Show Day incorporates Dance, Musical Theatre and Singing classes only.  <i>The exact date for your class is yet to be confirmed. Please mark these dates in your diary now. Details to follow later in the year.</i></p>	<b>Dress Rehearsal (for all except Ready Set Dance)</b>	<p><b>Sunday 15<sup>th</sup> November.</b>  <i>Times TBA – you will not be required all day.</i></p>	<b>Concerts</b>	<p><b>Saturday 19<sup>th</sup> and/or Sunday 20<sup>th</sup> December.</b>  <i>Details to follow later in the year.</i></p>									
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## SECTION 2 - Enrolment / Registration

<b>REGISTRATION FOR 2025 STUDENTS</b>	<p>Please register your preferred classes through the portal from 8:00pm Monday 17<sup>th</sup> November. Online registrations closes on Sunday 11<sup>th</sup> January. DTN students may take advantage of the trial class offer for classes that they were NOT enrolled in during 2025. Enrolment will then be pending availability in the class. <b>EARLY REGISTRATION</b> for 2026 Crew Students will be available from Thursday 6<sup>th</sup> November at 8:00pm – Friday 17<sup>th</sup> November at 8pm.</p>								
<b>REGISTRATION for NEW STUDENTS in 2025</b>	<p>We recommend making the most of our <b>One Week Unlimited Trial Class Pass</b>—explore all the classes that interest you, then complete the online registration form to sign up for the one that's the perfect fit! Positions in our popular classes fill fast, so if you are trialling, please aim to do so in the first week of the year but places are not guaranteed. Trial passes must be registered through our office.</p> <p>If you know what class you would like and want to secure your place, you can do so with online enrolment by clicking on the Parent Portal link on our website <a href="http://www.dancetheatrenetwork.com">www.dancetheatrenetwork.com</a>. <b>Online enrolment is available for new students between 8<sup>th</sup> December and 11<sup>th</sup> January.</b></p>								
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<b>PRIVATE LESSONS</b>	Private lessons are available with any member of the <b>DTN</b> staff. Private lessons can be used to work on technique, for additional assistance with class work or a facility for students to learn routines for solo competition. Private Lessons must be paid in advance.								

## SECTION 3 - Uniforms and Costumes

<b>UNIFORMS and COSTUMES</b>	<b>Uniforms</b> are what the students wear for classes and rehearsals at the studio. <b>Costumes</b> are what the performers wear on the stage.
<b>COSTUMES</b>	For information about costumes, please refer to Section 5 – Pricing
<b>UNIFORMS</b>	<p>Uniforms are compulsory for all READY SET DANCE and READY SET BALLET CLASSES. For classes in Mini and older, uniforms are not compulsory, however we have very strict guidelines as to what type of clothing our students may wear. Please see “2026 Uniform Guidelines” for information on each class. For trial classes and for the first few weeks of enrolment, the uniform requirements are relaxed, so you will have time to get organised.</p> <p>As all students have similar clothing, please make sure that your child’s name is clearly written on every garment and on the inside of their dance shoes (not on the soles), so items can be returned if they are misplaced.</p>
<b>UNIFORM SHOP</b>	For any shoe or uniform requirements, please make an appointment with Karol to purchase. All uniform, shoe and hair requirements are available from the <b>DTN Uniform Shop</b> .
<b>DANCE SHOES</b>	<p>DO NOT buy any shoes with more than 6 months growing room as your child will not be able to dance properly.</p> <p><b>If you are buying new shoes:</b>          All tap shoes should be the style with the lowest heels available.          JUNIOR TAP students and older must wear BLACK lace up style shoes.          All SUPER 10s, POWER 12s, DYNAMIC TEENS and EXTREME TEAM are required to have “Slick Oxford Taps” for competitions.          All jazz shoes should be jazz bootie style (no laces).</p> <p>Students who are on Pointe this year must purchase their shoes from the Bloch dancewear shop in the city. Girls in Intermediate Foundation will be advised when to purchase their shoes. Bookings are essential at Bloch City Store.</p>
<b>2<sup>ND</sup> HAND SHOES</b>	Those who wish to sell their second-hand shoes can advertise them on the BUY and SELL noticeboard in the Studio 3 waiting room. You can also advertise on the <b>DTN Facebook page</b> .

## SECTION 4 - Procedures and Protocols

<b>WHAT IS EXPECTED OF DTN PARENTS?</b>	<p>It is very important that <b>DTN</b> families work with us to create a positive learning environment for children and a friendly, organised place for parents. We trust that parents who choose to enrol their children at <b>DTN</b> will maintain the values and policies of the studio and encourage their children to do the same. We also require parents to stay up to date on payment of tuition and costumes, so that we can continue to provide a great service to you.</p> <p>The nature of the art of dance and the discipline involved means that we will be correcting your child regularly. We trust that parents will understand that correction and discipline are part of performing arts tuition.</p> <p>If parents have concerns about anything to do with their child's placement, progress or any other aspect of their involvement at <b>DTN</b>, we encourage you to contact the office and arrange a meeting to discuss it with the appropriate teacher.</p> <p><i><b>DTN</b> values feedback from parents and welcomes an open channel of communication between staff and parents, provided that all conversations are held by appointment at an appropriate time.</i></p>
<b>WHAT IS EXPECTED OF DTN STUDENTS?</b>	<p>It is expected that students will maintain the values of <b>DTN</b> both inside the dance studio and while in the waiting room and change rooms. Nasty behaviour or bullying is not acceptable and <b>DTN</b> staff will intervene where necessary. When students are in the waiting room before, between or after classes, they should always remain quiet and not use devices except under the terms and conditions of the <b>DTN MOBILE PHONE POLICY</b> for students.</p> <p><b>DTN</b> students should maintain their commitment to weekly lessons for the duration of enrolment.</p> <p>All <b>DTN</b> students must understand and abide by the requirements set out in the Student Code of Conduct.</p>
<b>HEALTH and SAFETY</b>	<p>Parents and guardians should be aware that when their children are participating in classes at <b>Dance Theatre Network</b>, their activity is likely to be physically demanding. While <b>Dance Theatre Network</b> staff will endeavour to ensure that all students are trained in the safest dance/acrobatic practice possible, there will always be an element of risk associated with the sport. The level of risk associated with these activities cannot be foreseen for each individual participant and may be beyond the control of <b>Dance Theatre Network</b>, its teachers or other staff members.</p>
<b>PHOTOS and VIDEOS</b>	<p>Parents may only take a video or photos of class with permission of the class teacher.</p> <p><b>DTN</b> staff may take photos or videos of your child at any time throughout the year to use for news and promotional purposes. This includes but is not limited to displays within the studio building, in the concert program, on the concert DVD, photo displays, print advertising, social media and on the <b>Dance Theatre Network</b> website. When choosing images of your child for public display, <b>Dance Theatre Network</b> will only use those which are of a sound and respectful nature.</p> <p>If your child has a legal reason why they cannot be photographed, please provide relevant documentation to the <b>DTN</b> office upon registration.</p>

<b>DROP OFF, PICK UP AND PARKING</b>	<p><b>Dance Theatre Network</b> cannot take responsibility for students before or after their scheduled classes. It is up to parents and guardians to make sure the students arrive and leave safely by making sure that you are waiting and ready to pick your child up when their class ends. <b>Children should never be asked to go out to the car park alone or wait outside at any time.</b></p> <p>The car park area in front of the studios is for <b>DTN</b> staff who generally come and go when there are no students outside. <b>Parents are asked not to park in this area</b> because it is very dangerous for cars to reverse in/out of that area when students are entering and leaving the studio.</p> <p><b>Parking in front of any of the glass entry doors or roller doors of our neighbours is strictly prohibited.</b> Remember: There is always street parking! Please be very quiet when you leave the studio, so that you don't disturb our residential neighbours.</p>
<b>GROOMING</b>	<p>Neat grooming and correct attire are vital, so that the student can have unrestricted movement, and so that the teacher can see the student's body to correct their line. Watches, Fit Bits and bulky jewellery are prohibited in all classes as injuries can occur with these items. Hairstyles should always be neat and off the face. Time spent on grooming before class helps the student feel more composed in class, and therefore they can concentrate on the work instead of being distracted by their clothing or hair.</p> <p>Students should always make sure that they are prepared for their lessons by ensuring that they have the correct shoes and equipment as required by their teacher. If a student accidentally finds that they are late, has incorrect clothing or shoes or any other type of mismanagement, it is considered good manners to apologise to their teacher.</p>
<b>ATTENDANCE</b>	<p><b>Absences for the current term must be logged through the Parent Portal.</b> If you know of a date later in the year that your child will be absent, you can email <a href="mailto:accounts@dancetheatrenetwork.com">accounts@dancetheatrenetwork.com</a> and we will make a note for you.</p> <p>Leaving class "5 minutes early" is not ideal and is strongly discouraged except in extreme, emergency situations.</p> <p>If your child is at some of their classes, but is not staying for their whole day's program, please make sure that you communicate with the office about their time of departure from the studio.</p> <p>All attendance is logged by the class teacher and can be viewed at any time through the Parent Portal.</p>
<b>LOST PROPERTY</b>	<p>At the end of each week, the lost property is collected and placed in the box under the stairs. At the end of each term all uncollected belongings are donated to charity.</p>
<b>CO-PARENTING</b>	<p>The parent/guardian who enrolls their child at <b>DTN</b> in 2026 will be the <b>primary contact</b> for our administration.</p> <p>The <b>primary</b> contact will be responsible for receiving all communication and will be the point of contact for all financial matters. <b>DTN</b> staff and administration will not handle split bills or co-payments. If the <b>primary</b> contact would like to nominate a <b>secondary</b> contact for administration purposes (eg: newsletters or class information) we can accommodate this, if the request is made in writing by the <b>primary</b> contact on behalf of the <b>secondary</b> contact. However, all tuition payments and other amounts owing will be the responsibility of the <b>primary</b> contact only.</p>

<b>REPORTING AN INCIDENT</b>	<p><b>DTN</b> is committed to improving the studio and looking after the well being of our students and so we regularly welcome feedback from both parents and students.</p> <p>If you have feedback or concerns, please use these steps to communicate with us. Phone our administration via reception to notify and where appropriate, book a meeting. Administration will in turn notify our Principal, Bec Kay, who will then follow up with students and/or teachers. If you would prefer to raise your concern with someone other than our principal, please notify our administration.</p>
<b>MAKE UP CLASSES</b>	<p>Make up classes are available for Ready Set Dance classes only. Please see our Office Manager to organise your Make Up class.</p>
<b>EXTENDED LEAVE DUE TO OVERSEAS TRAVEL</b>	<p>If you are planning an extended holiday during the <b>DTN</b> term (3 weeks or longer), and would like to request a 50% credit for tuition for the weeks you will be away, please contact our Accounts Manager on <a href="mailto:accounts@dancetheaternetwork.com">accounts@dancetheaternetwork.com</a> in the term prior to the one you will be away, to request an amendment to your account.</p>
<b>EXTENDED LEAVE DUE TO INJURY</b>	<p>If your child sustains an injury and is unable to participate in classes for three weeks or longer, please email your Doctor's Certificate to <a href="mailto:accounts@dancetheaternetwork.com">accounts@dancetheaternetwork.com</a>. Depending on the level of engagement possible in classes and the length of time the student is unable to participate, we will adjust your account accordingly.</p>



**Do you have QUESTIONS  
about registration or  
placement for your child?**

*Please send us an email:*  
[contact.dtn@DanceTheatreNetwork.com](mailto:contact.dtn@DanceTheatreNetwork.com)

or call:

(02) 9758 9255

**We would love to help you!**

## SECTION 5 - Pricing

<b>COSTS and CHARGES</b>	<p>We aim to provide outstanding service and facilities for our students while still maintaining competitive prices in our industry. All the charges for the year are listed in this handbook so that you can make an informed decision about participation.</p> <p>Once enrolled for the year, payment is required by term. If a student starts their enrolment mid-term, then they will only be required to pay for the lessons remaining in that term.</p> <p>When considering a class for your child, please keep in mind that once enrolled (depending on the class you have chosen) you may find the following charges on your account:</p> <p><b>Registration:</b> Annual fee: \$37  <b>Tuition:</b> Per term  <b>Costume Levies:</b> Terms 1, 2 and 3 only  <b>Concert Bundle:</b> Term 4 only  <b>Show Day Participation and Admission:</b> Term 2 only  <b>Crew Membership:</b> Annual fee of \$25 for crew students only</p>																																																																								
<b>PERFORMING ARTS TUITION</b>	<p>All our classes are charged per student, per term. Each class is \$18.00. If a student enrolls in three or more classes, they are eligible for a multi class discount. A further 5% discount is offered to those who pay full term fees before the first day of term (see "EARLY PAYMENT DISCOUNTS" below).</p> <table border="1" data-bbox="504 1012 1394 1477"> <thead> <tr> <th>CLASSES PER WEEK</th><th>CLASS TUITION</th><th>DISCOUNT</th><th>DISCOUNTED TUITION</th><th>PER CLASS</th><th>PER 10 WEEK TERM</th></tr> </thead> <tbody> <tr> <td><b>ONE</b></td><td><math>1 \times \\$18.00 = \\$18.00</math></td><td>-</td><td>-</td><td><b>\$18.00</b></td><td><b>\$180.00</b></td></tr> <tr> <td><b>TWO</b></td><td><math>2 \times \\$18.00 = \\$36.00</math></td><td>-</td><td>-</td><td><b>\$36.00</b></td><td><b>\$360.00</b></td></tr> <tr> <td><b>THREE</b></td><td><math>3 \times \\$18.00 = \\$54.00</math></td><td>10%</td><td><math>\\$48.60</math></td><td><b>\$16.20</b></td><td><b>\$486.00</b></td></tr> <tr> <td><b>FOUR</b></td><td><math>4 \times \\$18.00 = \\$72.00</math></td><td>15%</td><td><math>\\$61.20</math></td><td><b>\$15.30</b></td><td><b>\$612.00</b></td></tr> <tr> <td><b>FIVE</b></td><td><math>5 \times \\$18.00 = \\$90.00</math></td><td>20%</td><td><math>\\$72.00</math></td><td><b>\$14.40</b></td><td><b>\$720.00</b></td></tr> <tr> <td><b>SIX</b></td><td><math>6 \times \\$18.00 = \\$108.00</math></td><td>25%</td><td><math>\\$81.00</math></td><td><b>\$13.50</b></td><td><b>\$810.00</b></td></tr> <tr> <td><b>SEVEN</b></td><td><math>7 \times \\$18.00 = \\$126.00</math></td><td>30%</td><td><math>\\$88.20</math></td><td><b>\$12.60</b></td><td><b>\$882.00</b></td></tr> <tr> <td><b>EIGHT</b></td><td><math>8 \times \\$18.00 = \\$144.00</math></td><td>35%</td><td><math>\\$93.60</math></td><td><b>\$11.70</b></td><td><b>\$936.00</b></td></tr> <tr> <td><b>NINE</b></td><td><math>9 \times \\$18.00 = \\$162.00</math></td><td>40%</td><td><math>\\$97.20</math></td><td><b>\$10.80</b></td><td><b>\$972.00</b></td></tr> </tbody> </table> <p><b>Classes that are not included in performing arts tuition packages:</b></p> <table border="1" data-bbox="663 1589 1235 1791"> <thead> <tr> <th></th><th>PER CLASS</th><th>PER 10 WEEK TERM</th></tr> </thead> <tbody> <tr> <td><i>Ready, Set... Dance</i></td><td><b>\$19.50</b></td><td><b>\$195.00</b></td></tr> <tr> <td><i>Ready, Set... Ballet</i></td><td><b>\$13.50</b></td><td><b>\$135.00</b></td></tr> <tr> <td><i>Crew</i></td><td><b>\$22.50</b></td><td><b>\$225.00</b></td></tr> </tbody> </table> <p>Tuition for Ready, Set...Dance must be paid in advance to secure your place for the term. You will be asked to make full term payment upon enrolment or on the first day of each term.</p> <p><b>ALL PRICES INCLUDE GST</b></p>	CLASSES PER WEEK	CLASS TUITION	DISCOUNT	DISCOUNTED TUITION	PER CLASS	PER 10 WEEK TERM	<b>ONE</b>	$1 \times \$18.00 = \$18.00$	-	-	<b>\$18.00</b>	<b>\$180.00</b>	<b>TWO</b>	$2 \times \$18.00 = \$36.00$	-	-	<b>\$36.00</b>	<b>\$360.00</b>	<b>THREE</b>	$3 \times \$18.00 = \$54.00$	10%	$\$48.60$	<b>\$16.20</b>	<b>\$486.00</b>	<b>FOUR</b>	$4 \times \$18.00 = \$72.00$	15%	$\$61.20$	<b>\$15.30</b>	<b>\$612.00</b>	<b>FIVE</b>	$5 \times \$18.00 = \$90.00$	20%	$\$72.00$	<b>\$14.40</b>	<b>\$720.00</b>	<b>SIX</b>	$6 \times \$18.00 = \$108.00$	25%	$\$81.00$	<b>\$13.50</b>	<b>\$810.00</b>	<b>SEVEN</b>	$7 \times \$18.00 = \$126.00$	30%	$\$88.20$	<b>\$12.60</b>	<b>\$882.00</b>	<b>EIGHT</b>	$8 \times \$18.00 = \$144.00$	35%	$\$93.60$	<b>\$11.70</b>	<b>\$936.00</b>	<b>NINE</b>	$9 \times \$18.00 = \$162.00$	40%	$\$97.20$	<b>\$10.80</b>	<b>\$972.00</b>		PER CLASS	PER 10 WEEK TERM	<i>Ready, Set... Dance</i>	<b>\$19.50</b>	<b>\$195.00</b>	<i>Ready, Set... Ballet</i>	<b>\$13.50</b>	<b>\$135.00</b>	<i>Crew</i>	<b>\$22.50</b>	<b>\$225.00</b>
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<p><b>COSTUME LEVIES</b></p>	<p>For each class that will perform in the concert in December, a costume is purchased specifically for your child. To assist with the cost of this for parents, a levy is charged over Terms 1, 2 and 3. This is a compulsory lay-by system for the student's costume so that parents do not face additional costs in November.</p> <p>In the rare case that your child <u>will not</u> be participating in the concert, and you notify the office of this <b>BEFORE the start of Term 3</b>, you will be entitled to a refund of all levies paid. Costume levies must be paid at the same time as class tuition each term.</p> <p>Costume Levies will only be added to your statement in Terms 1, 2 and 3. In Term 4, you will only be charged for tuition and the <i>Concert Participation Bundle</i> as the levies will have been covered in the first 3 terms.</p> <table border="1" data-bbox="452 594 1437 1111"> <thead> <tr> <th data-bbox="452 594 1151 628">Class:</th><th data-bbox="1151 594 1437 628">Costume Levy</th></tr> </thead> <tbody> <tr> <td data-bbox="452 628 1151 774"><b>Dance, Singing and Musical Theatre Classes</b></td><td data-bbox="1151 628 1437 774"> <b>Mini:</b>            3 payments of \$35.00  <b>Pre Junior and Junior:</b>            3 payments of \$38.00  <b>Pre Teen, Teen and Senior:</b>            3 payments of \$41.00         </td></tr> <tr> <td data-bbox="452 774 1151 853"><b>Acrobatics</b></td><td data-bbox="1151 774 1437 853"> <b>Acro Elite</b>            3 payments of \$35.00         </td></tr> <tr> <td data-bbox="452 853 1151 954"><b>Crew</b></td><td data-bbox="1151 853 1437 954">           Please refer to the Crew Information Pack.         </td></tr> <tr> <td data-bbox="452 954 1151 1111"> <b>Ready, Set ... Dance and Ready, Set ... Ballet</b>            All students will have the option to join the concert and at that time they will be charged a costume levy for their class. Costumes will only be ordered for students who have paid the levy in full.         </td><td data-bbox="1151 954 1437 1111"> <b>ALL CLASSES</b>            \$85.00         </td></tr> </tbody> </table> <p><b>ALL PRICES INCLUDE GST</b></p>	Class:	Costume Levy	<b>Dance, Singing and Musical Theatre Classes</b>	<b>Mini:</b> 3 payments of \$35.00 <b>Pre Junior and Junior:</b> 3 payments of \$38.00 <b>Pre Teen, Teen and Senior:</b> 3 payments of \$41.00	<b>Acrobatics</b>	<b>Acro Elite</b> 3 payments of \$35.00	<b>Crew</b>	Please refer to the Crew Information Pack.	<b>Ready, Set ... Dance and Ready, Set ... Ballet</b> All students will have the option to join the concert and at that time they will be charged a costume levy for their class. Costumes will only be ordered for students who have paid the levy in full.	<b>ALL CLASSES</b> \$85.00
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<p><b>HOW TO MAKE PAYMENT</b></p>	<p>Our <i>preferred</i> method for payment of tuition is via the <b>DTN Parent Portal</b>.</p> <ul style="list-style-type: none"> <li>• <i>The portal can be accessed via the Home page of our website <a href="http://www.dancetheatrenetwork.com">www.dancetheatrenetwork.com</a></i></li> <li>• <i>You can use the portal to pay in instalments and in advance. Part payments are accepted through the portal ONLY. Please be aware of due dates when making part payments.</i></li> </ul> <p>You can <i>also</i> pay tuition by <b>CASH, EFTPOS or CREDIT CARD</b> at the office.</p> <ul style="list-style-type: none"> <li>• For cash payments, please register at our office using a "<b>DTN Payment Envelope</b>" which is available at our reception desk.</li> <li>• For credit card payments, a 1% surcharge will be added to all payments prior to processing.</li> <li>• For EFTPOS payments via savings option, no extra charges apply.</li> <li>• DTN requests that all part payments for tuition are made through the portal. If the need should arise for you pay by instalments over our counter a \$10.00 handling fee will be charged for managing and processing <u>each</u> payment.</li> </ul>										

<b>EARLY PAYMENT DISCOUNTS</b>	<p>This discount is a bonus that <b>DTN</b> offers to those families who pay their fees in full and upfront prior to the start of term. Discounts are available on tuition ONLY.</p> <p>A 5% discount on class tuition will be available through the portal until 11:59pm on the eve of the commencement of each term. Discounts cannot be claimed via cash, credit or EFTPOS payments over the counter.</p> <p>At the start of the studio holidays, the tuition and discount will automatically be displayed on the Parent Portal and should you want to claim the discount, you must pay your tuition in full by 11:59pm on the following dates:</p> <table border="1" data-bbox="700 496 1203 729"> <thead> <tr> <th></th><th>Discount Expires :</th></tr> </thead> <tbody> <tr> <td><b>Term 1</b></td><td>11:59pm on Thursday 29<sup>th</sup> January</td></tr> <tr> <td><b>Term 2</b></td><td>11:59pm on Friday 17<sup>th</sup> April</td></tr> <tr> <td><b>Term 3</b></td><td>11:59pm on Sunday 19<sup>th</sup> July</td></tr> <tr> <td><b>Term 4</b></td><td>11:59pm on Friday 9<sup>th</sup> October</td></tr> </tbody> </table>		Discount Expires :	<b>Term 1</b>	11:59pm on Thursday 29 <sup>th</sup> January	<b>Term 2</b>	11:59pm on Friday 17 <sup>th</sup> April	<b>Term 3</b>	11:59pm on Sunday 19 <sup>th</sup> July	<b>Term 4</b>	11:59pm on Friday 9 <sup>th</sup> October
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<b>DUE DATES</b>	<p>If full term fees are not received within 21 days of the commencement of each term, late charges of 10% of the total account will be incurred. In order to avoid paying late charges on your account, the last day that you can pay full term fees in each term is as follows:</p> <table border="1" data-bbox="700 956 1203 1189"> <thead> <tr> <th></th><th>Full term fees must be paid by:</th></tr> </thead> <tbody> <tr> <td><b>Term 1</b></td><td>19<sup>th</sup> February</td></tr> <tr> <td><b>Term 2</b></td><td>8<sup>th</sup> May</td></tr> <tr> <td><b>Term 3</b></td><td>9<sup>th</sup> August</td></tr> <tr> <td><b>Term 4</b></td><td>30<sup>th</sup> October</td></tr> </tbody> </table> <p>At the end of term, it is expected that your account will be paid in full. Should there be any fees outstanding at the end of each term, a \$35 administration fee will be payable.</p>		Full term fees must be paid by:	<b>Term 1</b>	19 <sup>th</sup> February	<b>Term 2</b>	8 <sup>th</sup> May	<b>Term 3</b>	9 <sup>th</sup> August	<b>Term 4</b>	30 <sup>th</sup> October
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<b>SHOW DAY PARTICIPATION</b>	<p>For all students who are participating in Show Day or Show Day Assessments, you will find a participation/admission fee added to your Term 2 account.</p> <p>Show Day/Assessment Participation Fee: \$10 per student. Viewing Admission Pass: \$30 per family.</p> <p>The Viewing Admission Pass will give unlimited access to you, your family and friends to attend performances at Show Day across the 2 days.</p>										
<b>CONCERT PARTICIPATION BUNDLE</b>	<p>The <i>Concert Participation Bundle</i> is our way of providing a discounted video of all concert performances to our students. A high-quality video is a great way for your child to remember their concert experience. The bundle also covers the dress rehearsal at the venue and any other extra class rehearsals that may be required in the lead up to the concert.</p> <p>The Concert Participation Bundle is provided at a discounted rate of \$65 to all families. Any additional child (of school age) in each family will only be charged for the Dress Rehearsal Levy of \$20.</p> <p>All families who are involved in the concert will find the <i>Concert Participation Bundle</i> (and sibling dress rehearsal fee) applied to their Term 4 account. If you opt out of participating in the concert prior to the start of Term 3, then you will not be charged for the <i>Concert Participation Bundle</i>.</p>										

## Fees - Terms and Conditions

Please read the following conditions carefully as these conditions will be strictly adhered to throughout the year. **Please ensure that you are fully aware of the conditions for paying fees at Dance Theatre Network, as listed below. Upon registration, you will be asked to acknowledge that you accept these conditions.**

### 1. Tuition Packages

- 1.1. Packages are calculated on the number of classes ONE CHILD takes each week. They are not calculated on the total number of classes the children from ONE FAMILY take in a week.
- 1.2. From the day a student enrols in a class, all classes must be paid for until official cancellation has been made.

### 2. Compulsory Costume Levies

- 2.1. For every concert class (excluding RSD) the student takes, a costume levy will be collected in Terms 1, 2 and 3 to pay for concert/performance costumes.
- 2.2. The costume levy is part of the term fees and must be paid in the first 3 terms and will be included on the statement in the parent portal.
- 2.3. If the costume levy is not paid by the due date, the account will be deemed overdue, and penalties will follow.
- 2.4. If the costume goes over budget, you may be required to cover the difference.
- 2.5. If your child is NOT participating in the concert, you must notify DTN administration PRIOR to the start of Term 3.

### 3. Cancellation of Classes

- 3.1. Once term payments have been made, tuition is non-refundable.
- 3.2. While a student is enrolled in a class, payment must be made to hold their position.
- 3.3. Students will be charged for every class they are enrolled in until notification has been received in writing and acknowledged by **DTN** staff.
- 3.4. A refund will be given for all costume levies paid for that class, providing the costumes have not been ordered or purchased.
- 3.5. If a student wishes to discontinue a class in the following term, notification must be given in writing by the end of the current term otherwise a \$40 fee will apply.
- 3.6. For crew and contemporary troupe students who withdraw from their team at any time during the year up until the completion of the concert, a \$300 exit fee will apply for **every crew/troupe** they are enrolled in.

### 4. Early Payment Discounts

- 4.1. Early payment discounts are only available when your account is paid in full for prior to the commencement of each term.
- 4.2. The early payment discount will be automatically displayed on your portal for the period prior to the commencement of each term.
- 4.3. The early payment discount is ONLY available for payments received via PayPal in the **DTN** parent portal.
- 4.4. If you miss the early payment discount period, fees must be paid by the fees due date.

### 5. Students who enrol Mid-Term

- 5.1. Students starting mid-term will only be charged for classes remaining in that term. Costume levies are charged from the beginning of the year; therefore these payments will have to be made up for each class.
- 5.2. Discounts do not apply to students who enrol after term has commenced (refer to 4.1).

### 6. Statements, Payment Methods

- 6.1. Statement of tuition and other charges can be accessed at any time through the parent portal.
- 6.2. The due dates for payments are listed in the "Early Payment Discounts" and "Due Dates" sections of this handbook.
- 6.3. Payment methods can be found in the "How to Make Payment" section of this handbook.
- 6.4. Credit card payments will attract a surcharge per transaction.
- 6.5. DTN requests that all part payments for tuition are made through the portal. If the need should arise for you pay by instalments over our counter a \$10.00 handling fee will be charged for managing and processing each payment.

### 7. Payments by Cash

- 7.1. Cash must be placed in a **DTN** payment advice envelope. The face of the envelope must be filled out and handed to DTN administration staff by the due date.
- 7.2. If you would like to keep a record of your cash payments, please print your statement and bring it to the office to have it signed and dated as paid.

### 8. Fees Paid after the due date

- 8.1. If term fees have not been received by the due date, late charges will be applied.
- 8.2. The late charge is calculated at 10% of the total fees outstanding.
- 8.3. If all fees are not paid when the studio closes for each term holiday, an additional \$35 administration fee will be charged.
- 8.4. If fees are not received by the due date each term, the student will not be permitted to participate in Classes, Show Day, Examinations, Eisteddfods or the Concert until the fees are paid.
- 8.5. If your overdue account is referred to a collection agency and/or law firm, you will be liable for all costs which are incurred, including outstanding **DTN** fees and all legal demand costs.

### 9. Additional Charges

- 9.1. All students are required to pay a registration fee of \$37 per student to cover the cost of insurances and administration. The registration fee is payable upon enrolment.
- 9.2. For students in **DTN** Crew, there will be a membership fee added to your Term 2 statement. For rare, specialty competitions, a competitor entry fee will be added to your statement.
- 9.3. For all students who are participating in Show Day, you will find the participation/admission fee added to your Term 2 statement.
- 9.4. All families who are involved in the concert will find the Concert Participation Bundle (and sibling dress rehearsal fee) applied to their Term 4 statement.

### 10. Online Registration

- 10.1. Online Registration is final. Changes cannot be made until the following term.
- 10.2. Once registered in a class, you will be liable for all term fees associated with your selection for the remainder of the year, unless you notify in writing of cancellation.