**Policy Statement and Enrolment Form**

**Contact us:**

**Principal: Mrs Kristie Thorne**

**PO BOX 9169 Bathurst 2795**

**Phone: 0414 722 545**

**email:** [**kristie@encoredrama.com.au**](mailto:kristie@encoredrama.com.au) **Website:** [**www.encoredrama.com.au**](http://www.encoredrama.com.au/)

**ABN: 48 514 360 835**

The aim of this studio is to enable all ages and abilities to:

* improve in vocal technique and presentation
* overcome pre-performance jitters & improve confidence
* learn in a fun environment, and
* inspire creative thinking and dramatic ability.

Speech lessons cover the important issues of:

* diction and speech improvement/correction
* Stance, Posture & Correct Breathing Vocal Control
* voice projection and articulation, and
* presentation, communication and facial expression.

# Terms and Conditions

**Term fees are payable in advance and by the term.**

**The studio operates under term allotments of average 8-9 weeks.(flat term rate each term) A child will not be able to attend lessons without full term payment.** When the term is finished you are **automatically** enrolled in the same lesson time for the next term unless you tell us otherwise. **We require three weeks’ notice if not continuing into the next term**.

* **Term fees are payable prior to the commencement of the first lesson of each term.**
* A Signed Enrolment Form is required on or before the first lesson.
* Fees are not refundable. No makeup lessons can be arranged due to the fully booked lesson schedule.
* Fee structure set using the guide of the NSW Speech & Drama Association.
* All missed lessons are still paid for as the lesson still runs as normal.
* In the event that default of payment of an account occurs, and action is taken to recover the debt, the student shall pay all costs incurred in recovering the debt.
* Payment can be made by cash or cheque made out to “Encore Speech & Drama Studio” or by the preferred method of bank transfer (bank details on each invoice)
* $20 enrolment/administration fee will be charged per year per student & included on each term invoice.
* $10 admin fee is payable per term to cover administration costs
* All children enter lessons in the studio at their own risk
* In instances where accounts have not been paid by the end of term, a late payment fee of $25.00 per student will be charged to your account.

# TERM FEES:

**Standard term fees for   
Group Speech & Drama**

**/Creative Writing/ Group Tutoring Lessons**

$280 per term + GST

**Group Lessons: approx. 5 children for up to 45 minutes  
(Lesson length may vary based on class size)**

**Standard term fees for Private Speech & Drama/Tutoring Lessons**

$550 per term + GST – 20 min lesson/week

$650 per term + GST – 30 min lesson/week

*By signing enrolment form below you agree and acknowledge Encore Speech & Drama Studio policy statement and terms and conditions.****You also give permission for your child to be photographed for the use of social media and advertising purposes. If you do not wish for your child to be photographed please contact us so we can update records.***

**Speech & Drama Enrolment Form**

**ENROLMENT FORM**

# I have read all the information above and agree to support the terms and conditions of Encore Speech & Drama Studio

# Parent Name:

# Relationship to student:

# Student Name:

# Student Date of Birth:

# Postal Address:

# Suburb:

# Email:

# Mobile:

# Parent Signature:

# Emergency contact details:

# Allergies/Special Conditions:

## ANY SPECIAL LESSON REQUESTS OR NOTES:

I agree to have my child photographed for the purpose of social media and communication:

YES/NO