

# 2017 FFPT Enrolment Form



## PART 1 - Contact & Personal Details

### STUDENT DETAILS

STUDENT'S FULL NAME: \_\_\_\_\_

STUDENT'S DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PRIMARY/SECONDARY SCHOOL CURRENTLY ATTENDING: \_\_\_\_\_

### MEDICAL/PHYSICAL

Please list any details which staff should be made aware of. If applicable attach a medical information sheet to be kept at Fly Factory.

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### COSTUME SIZING

Accurate clothing sizes are required to ensure all students have an appropriate costume at the performance. Please notify admin if your sizing changes significantly throughout the year.

#### GIRLS:

Dress type (circle): Kids/Ladies

Dress size: \_\_\_\_\_

K6-K14 for kids sizes or Ladies 6-26

**BOYS:** Shirt size: \_\_\_\_\_

K5-K16 for kids sizes or Men's XS, S, M, L, XL, XXL

Pants size: \_\_\_\_\_

K5-K16 for kids sizes, Men's 24, 26, 28, etc. for waist measurement

Type: \_\_\_\_\_

Short, regular or tall

### STUDENT DISMISSAL - one option must be selected

Parents/Guardians can choose to have their child kept in the training/performance space at the Fly Factory or provide permission for them to be released to meet at another appointed place.

I give permission for my child to be dismissed at the end of his/her rehearsal/performance, and for them to leave the venue unaccompanied.

I do not give permission for my child to leave the rehearsal/performance venue unaccompanied and I will collect them from inside the venue.

# PARENT/GUARDIAN DETAILS AND AUTHORISATIONS



PARENT/GUARDIAN'S FULL NAME(S):

\_\_\_\_\_

PREFERRED TITLE: Mr Mrs Ms Other \_\_\_\_\_

STREET ADDRESS:

\_\_\_\_\_

SUBURB: \_\_\_\_\_ POST CODE: \_\_\_\_\_

PHONE NUMBERS:

CONTACT NAME:

HOME \_\_\_\_\_

\_\_\_\_\_

MOBILE 1 \_\_\_\_\_

\_\_\_\_\_

MOBILE 2 \_\_\_\_\_

\_\_\_\_\_

PRIMARY EMAIL: \_\_\_\_\_

SECOND EMAIL: \_\_\_\_\_

Please print very clearly. Your email address(es) will be used as the main communication channel for us to keep in touch with you. Please ensure this email is checked regularly.

## CAR POOLING - select one option

Each semester we produce a car pooling list. Interested parents/guardians may look up other families in their suburb & make arrangements to share driving. This list is ONLY kept at the administration with the Manager, and is not available by contacting coaches and staff. The list will be available a few weeks into term.

I give permission for my name, address and contact phone numbers to be made available to other parents at the Venue, for the purposes of car pooling.

I prefer **not** to be involved with car pooling.

## PROTECTING YOUR PERSONAL INFORMATION

When collecting and managing your personal information Fly Factory complies with the Australian Privacy Principles contained in the Privacy Act 1988.

\_\_\_\_\_

# 2017 FFPT Enrolment Form



## PART 2 - Payment Details

STUDENT'S NAME: \_\_\_\_\_

SIBLING DISCOUNT: I wish to claim the sibling discount on my fees as I am enrolling more than one child

SIBLING NAME/S: \_\_\_\_\_

### Step #1

#### CHOOSE YOUR PAYMENT PLAN

Refer to your Offer Information Sheet(s) for additional details on the Fees and Payment Plans.

#### PLEASE TICK ONE OPTION ONLY

**Pay All Fees Upfront**

Cash

EFT/Debit Card

VISA / MasterCard

Full amount paid/debited upon receipt, includes non-refundable deposit (25% of the total tuition fee).

Total Fees Payable: \$ \_\_\_\_\_ **Go to Step #2**

**Deferred Payment**

VISA / MasterCard

CREDIT CARD: An initial non-refundable deposit (25% of total tuition fee). The balance of fees due are debited in 3 monthly installments beginning one month after the first class (March 2<sup>nd</sup>) and using the same calendar date each month. Each debit is 25% of total tuition fee plus \$16.50 surcharge.

Total Fees Payable: \$ \_\_\_\_\_ (please add \$18.50 surcharge) **Go to Step #2**



### Credit Card Details

Name on credit card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ CVC: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TAX INVOICE – This document will be a tax invoice for GST when you make a payment.  
All fees include GST (Australian Only).  
Flying Trapeze Australia Pty Ltd T/A Fly Factory – ABN 69 103 034 840.

	OFFICE USE ONLY	Receipt Given: Yes/No
Received at Reception:	____ / ____ / ____	By: _____
Received online:	____ / ____ / ____	By: _____
NOTES		

# FLY FACTORY STUDENT CODE OF CONDUCT



## STUDENT BEHAVIOUR

- Be polite to staff & students. Be cooperative, respect all individuals and be a good team player.
  - Follow instructions from staff
  - Students must treat other students, staff, facilities and property with respect at all times
- Fly Factory operates a zero tolerance policy towards violence and bullying.**

## STUDENT COMMITMENT

- Wear appropriate clothing such as leggings/gym attire & bring a water bottle.
- For performances learn your routines.

## STUDENT ATTENDANCE

- Arrive on time. Be collected on time. Put in an apology if you are unable to attend a training session. (if you are sick, you can do this by email, SMS or phone to:  
E: [info@flyfactory.com.au](mailto:info@flyfactory.com.au)  
M: 0439 853 698  
P: 9877 7727
- **Attend your performances. Performances are compulsory, any absences must be approved in advance or with a medical certificate. Performance dates are given well in advance of performances and students must be committed to attend these events. Non-attendance of performances must be submitted in writing as soon as possible and no later than 4 weeks prior to the performance date. If an emergency arises after the cut-off date, requests to be excused from the performance must be submitted in writing to the Directors.**

## DISCIPLINE & WARNING POLICY

- If you display unacceptable behaviour in class, your teacher will give you a warning. This is an official warning. Notice will be given that your behaviour needs to change, and you will be given you a chance to improve. We involve parents/guardians at this stage so they can help you improve behaviour. After two official warnings, any subsequent breaches of rules would result in removal from class and cancellation of your place. If your behaviour threatens the safety of you or others, or risks significant property damage, it may lead to immediate removal from the class and cancellation of your place. If a student is removed from class, fees will be calculated in accordance with the payment terms and conditions.

## PAYMENT TERMS & CONDITIONS.

1. When you enrol your child in Fly Factory Performance Troupe, you are making a financial commitment to pay fees for the year. If your child needs to withdraw for any reason throughout the year, these fees may be reduced, provided enough notice is given. Please see below for withdrawal notification dates. If you use our monthly deferred payment facility, you are making a financial commitment to pay the fees for the full year, monthly payments rather than a lump sum. Regardless of whether your child is attending, monthly payments will continue until the fees have been finalised.
  2. In order to minimise the effect of financial administration costs on tuition fees, the listed payment plans are the only payment plans payable.
- An initial **non-refundable 25% deposit** of the total tuition fee (\$300.00) is debited on receipt of enrolment. The remaining fee can be completed via any of the following payment options:
  - **Deferred payment plan** - 3 monthly instalments of 25% of the total tuition fee plus a 10% surcharge per instalment beginning one month after the first class commences. Each debit will be deducted on the same calendar date per month.
  - **Full cash payment** – Full cash payment of the remaining tuition fee can be made at the administration office at the commencement of Term 1. No surcharge will be charged.

- **Full Eftpos or Credit Card payment** - Full payment of the remaining tuition fee can be made at the administration office at the commencement of Term 1. No surcharge will be charged for an Eftpos transaction. 10% surcharge of the total amount will be charged for any VISA or MasterCard transaction. AMEX is not accepted.



3. All payments are accepted in good faith but an administration fee of \$10 plus all bank charges incurred by the Fly Factory will be charged for declined credit card payments.
4. The cost to Fly Factory of withdrawal is 25% of the total fee.
5. Withdrawal By Student:  
Cost are detailed in the following table

- Unless withdrawn, regardless of whether your child is attending, monthly payments will continue until the fees have been finalised.

6. In the event of a student withdrawing from Fly Factory Performance Troupe

- In the event of your child needing to withdraw for any reason throughout the year the following is required and consequent fees may be amended provided enough notice is given.
- A letter must be written and emailed to Fly Factory administration [info@flyfactory.com.au](mailto:info@flyfactory.com.au) The date the email is received will be taken as the date of withdrawal. Fly Factory cannot take any responsibility for any delayed or lost mail.
- Where a student withdraws and a sibling continues to attend, no sibling discount will apply to the portion of the year attended by one sibling only.
- The cost incurred to you is set out in below in clauses (a) to (c) and applies from July 1<sup>st</sup> 2016:
  - (a) Withdrawal received on or before January 30<sup>th</sup>, 2017 – a \$15 administrative fee will be charged and the non-refundable 25% deposit will not be returned.
  - (b) Withdrawal received on or before June 15<sup>th</sup>, 2017 – a \$15 administrative fee will be charged and not less than 45% of the annual fee will remain payable. Student may continue to attend till the end of Term 3, 2016.
  - (c) Withdrawal received after July 31<sup>st</sup>, 2017 – full annual fee will remain payable. Student may continue to attend for the remainder of 2017.

Failure to attend rehearsals or workshops due to injury, illness or any other reason will not incur a refund of fees. If lack of attendance is due to be ongoing, withdrawal of enrolment may be pursued as per above and payment amendment is per clauses (a) to (c).

By completing your enrolment, you accept the above terms and conditions and understand all incurred costs if payment is declined or student enrolment is withdrawn

The table of loss inclusive is based on:

- Historical calculations of the actual cost of administration arising from the withdrawal;
- The budget relating to class size based on numbers prior to the withdrawal;
- The appointment of teachers based on numbers prior to the withdrawal;
- The difficulty of being able to replace the student during the remaining period; and
- The ordering of any costumes for all enrolled students for the period.

By completing your enrolment, you accept that this represents a fair and equitable estimate of the loss Fly Factory will suffer and agree to the payment of retention of the percentage stated above.

# 2017 FFPT ENROLMENT DECLARATION



My child hereby accepts a place with Fly Factory Performance Troupe for the remainder of 2107

I certify that all the details on this form are correct.

I authorise the manager on duty, where it is impracticable to communicate with me, to consent to such medical and/or surgical treatment that may be deemed necessary.

I consent my child appearing in images and recording of training and performances to be used by Fly Factory for documentation and promotional purposes.

My child and I have read and understand the Fly Factory Code of Conduct and undertake to abide by the rules contained therein. We understand that attendance at training, workshops and performances is compulsory and that a high level of commitment is required at all times. My child and I are aware that failure to abide by these rules may result in suspension or expulsion from Fly Factory.

I have read and agree with the Payment Terms and Conditions. I am aware that, should my child withdraw during the year, cut-off dates for refunds will apply as outlined in the Payment Terms and Conditions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_