



## **TERMS AND REGULATIONS**

### **REGISTRATION and ENROLMENT**

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1. Full payment of term fees (each year has 4 terms / 2 semesters) must be made upon registration and enrolment of class.
2. A one-time non-refundable registration fee of \$80 is payable per student upon registration.
3. Every student is required to pay an insurance fee of \$10 per semester upon confirmation of a class. Insurance fee will not be pro-rated if the student signs up for less than a year's course. This rate may be subjected to changes from time to time.
4. School fees are subject to change without prior notice.
5. Kids Performing™ Academy of the Arts will not accept any enrolment after the fifteen lessons in a semester unless approved by Management, on a case to case basis. Students accepted after the 15<sup>th</sup> week of class will not participate in the annual Hope and Christmas concerts.
6. Parents are required to inform the school and trainer of any medical conditions or allergies that the child may have. A medical certificate is required when a child has been cleared of any contagious illnesses.
7. Every student will be given some course materials at the beginning of term. Any replacements will be charged at a fee. Some course materials will need to be purchased as advised by the trainer, specific to his/her course for the duration of the course.
8. Every student is required to purchase a Kids Performing™ tee- shirt and specific attire as designated by the school. Students of performance training courses are also required to purchase their course tee-shirts BroadwayKids™, Jazzkids™ or Urbankids™ and costumes for their performances.

### **FEES**

1. Fees paid are neither refundable nor transferable.
2. A confirmed place in the class is only guaranteed upon FULL payment of semester fees.
3. Fees are to be paid PRIOR to the first class of the term. A late fee of \$30 will be imposed if fees are not paid by the 1<sup>st</sup> lesson of the term plus a monthly interest of 1% on the outstanding fee will be applied to fee payable till full payment is made.
4. Semester fees are subject to change.
5. We can accommodate enrolment in classes up to the fifteen class of the term. Fees will be pro-rated accordingly.
6. Semester fees will not be refunded if the student chooses to terminate the lessons before the start or prior to the end of semester.

### **LESSONS / TRIAL CLASSES**

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1. There are ten classes lessons per term. The 10<sup>th</sup> class being the term showcase.
2. Lessons cancelled by the school or the trainer will be replaced.
3. There will be no replacement of lessons for students who are absent due to travel, illness or other personal reasons or in the event of natural disasters or any circumstances that are beyond the control of the school.
4. There will be no lessons during gazetted Public Holidays and specified

Kids Performing™ term holidays.

5. Performances and rehearsals that fall on the time and day of a lesson will be considered as a scheduled lesson and no replacement will be made, unless at the discretion of the school.

6. Kids Performing™ reserves the right to transfer a student, combine or dissolve a class.

7. Parents are not allowed to sit in and observe the lessons, unless invited or with special reasons.

8. Kids Performing™ Academy of the Arts reserves the rights to change trainers or include additional trainers into the classes at any time.

9. An administrative fee of \$20 will be levied on each request for class change, unless arranged and approved by our Trainer. Change of class and class times are subject to availability of space.

9. Vocal students taking individual classes will need to inform Kids Performing™ of any cancellation of class at least ONE week before the next lesson otherwise no replacement lesson will be given. NO replacement lesson will be given for notice given less than 24 hours. The missed lesson will then be considered as a lesson taken.

10. Management reserves the right to freeze classes of vocal students who are absent (without notice) for 2 consecutive weeks. Upon return, a new schedule may be assigned.

11. Vocal cards which consist of ten half hour sessions have a validity of 3 months from the first of class.

12. Trial classes are allowed subject to space availability and trainer's approval in the class of choice.

## **PERFORMANCES / AUDITIONS**

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1. Students are encouraged to participate in annual performances. Students are required to attend at least 80% of scheduled rehearsals, failing which Management has the right to refuse to allow the child to participate in the concert. Students are required to inform the Academy in writing at least 2 months in advance if they are NOT participating in the scheduled concerts.

2. Students, trainees or artistes will not be allowed to perform if he/she is absent from rehearsals during the one month period before a performance.

3. Students are required to attend a minimum of 20 hours of rehearsals or lessons before he or/ she can be considered for casting. The trainer and the Artistic Director of Kids Performing™ Academy of the Arts reserves the right to cast or not cast students, trainees or artistes for any performance.

4. Casting roles are at the discretion of the trainer and the Artistic Director of Kids Performing™.

5. Remunerations from ticketed shows or corporate paying performances will be used to recuperate production and creative cost and other necessary expenses. Honorariums payments will be given to each performing student at paid events at the discretion of Kids Performing™. These amounts will be paid in the form of Popkey dollars and will be credited to their Popkey accordingly. In the event that a student does not own a Popkey, he or she will be required to purchase one for Singapore Eight dollars. .

6. Students cast and selected by Kids Performing™ for 3<sup>rd</sup> party projects will not be

entitled to compensation or refund of paid school fees, should the production schedule conflict with existing classes that they are enrolled for.

### **COPYRIGHTS**

- 1 Course materials provided by Kids Performing™ Academy of the Arts are not allowed to be duplicated in any way.
2. Kids Performing™ Academy of the Arts will not loan out any music minus ones (backing tracks).
3. JazzKids™, BroadwayKids™ and UrbanKids™ are trademarks of Kids Performing™ Academy of the Arts and shall not be used by the student or parent in any other performance except those presented and produced by Kids Performing™ Academy of the Arts.
4. There will be no taking of videos or photographs of performances unless permission is granted by Kids Performing™ Academy of the Arts.

### **OTHERS**

1. Kids Performing™ Academy of the Arts must be notified of any changes in address, emails or contact numbers.
- 2 Kids Performing™ Academy of the Arts will inform any changes in schedules or lessons or performances via sms and / or emails. Kids Performing™ will not be responsible if the parents do not receive the messages due to technical glitches, problems or if messages are not retrieved on time.
3. A child is no longer enrolled in Kids Performing™ Academy of the Arts for more than 3 month, all Popkey dollars accumulated in their card will expire.
4. Popkey dollars are not transferrable.
5. The management of Kids Performing™ reserves the right to amend the rules and conditions.
6. Students are required to wear their Kids Performing T- Shirts to class.
7. Students enrolled in Performance Training and Dance classes are required to wear stretch pants and jazz shoes for all classes Skirts, Jeans and shorts are not encouraged.
8. Students are required to wear closed shoes for all rehearsals. Only non-marking shoes and dance shoes are allowed in all the studios.
9. No food and drinks are to be consumed inside the studios.
10. Kids below the age of 8 are not allowed to go to the toilet unaccompanied. Kids are reminded to ask a staff member to accompany them.

I have read and agree to the terms and conditions as listed above.

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Student's Name:

Parent's Signature / Name and IC No / Date