

Policies and Procedures: Enrolment Policy

Student Code of Conduct

1. Students must attend all scheduled classes. Attendance below 80% will result in a result of Not Yet Competent for the entire course.
2. In case of injury, all students must watch their relevant classes and take notes.
3. Punctuality for all classes is essential. If more than fifteen minutes late the student will be asked to watch and not participate.
4. Correct uniform must be worn to all classes and rehearsals.
5. All written work must be submitted by the due date as specified by the principal teacher. Late work will result in a loss of marks and a failure to complete assignments will result in a "Not Yet Competent" for that unit.
6. Written work must be legible and clear enough for photocopying.
7. Poor behaviour and/or lack of co-operation, consideration and respect will not be tolerated.
8. Concentration, effort and positive approach are essential in all classes.
9. Students who display a lack of discipline, poor behaviour, lack of respect or who fail to conform to the School's standards and requirements will be subject to the following procedure:
 - a. Student will be given an initial verbal warning from the Director in the presence of a witness.
 - b. Student will be issued a written warning.
 - c. Student will be issued a written notice stating that they are on a probationary period lasting one month, and that any further indiscretion during this time will result in either suspension from the course or cancellation of enrolment at the discretion of the Director.

Progression from Certificate IV to Diploma to Advanced Diploma

1. Students who are deemed Competent in Certificate IV are automatically eligible to enrol in the Diploma of Arts (Classical Dance) for the following year. Students who were deemed Not Yet Competent in Certificate IV may still be eligible to enrol in Diploma of Arts (Classical Dance) where the Director, at her discretion, has specifically permitted the student to do so.
2. Students who are deemed Competent in Diploma are automatically eligible to enrol in the Advanced Diploma of Arts (Classical Dance) for the following year. Students who were deemed Not Yet Competent in Diploma may still be eligible to enrol in Advanced Diploma of Arts (Classical Dance) where the Director, at her discretion, has specifically permitted the student to do so.
3. Students may defer their enrolment in any of the three courses for a period of no longer than 12 months. If a period of longer than 12 months elapses and the student

has not returned to the school, then they will need to re-audition before they are eligible to re-enrol in the course.

Discontinuation of Enrolment – Refund and Withdrawal

1. Application fees and Enrolment fees are non-refundable.
2. Once the course has commenced fees will not be refunded except in the following circumstances:
 - a. The course is cancelled. For overseas students, any refunds will be given in accordance with the Education Services for Overseas Students Act 2000 and the Education Services for Overseas Students Regulations 2007 (For further information please refer to <http://aei.dest.gov.au/AEI/ESOS/default.htm>).
 - b. The student is prevented from attending the course for reasons beyond the student's control, including but not limited to acts of God, acts of Governmental authorities, civil strife or riots.
 - c. Ten weeks notice of intention to withdraw from the course is given in writing to the Ballet School's Administrative Office.
 - d. At the discretion of the school, a pro-rata refund of fees will be made if a student is prevented from attending the course through injury, ill-health or other compassionate grounds.
3. All refunds due under the above policy will be made within four weeks of a written application for refund being made.
4. Where a suspension or cancellation is not initiated by the student, pre-paid course fees will be refunded for any proportion of the course the student was not permitted to attend.