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TERMS & CONDITIONS / FEES POLICY

RISK

By enrolling at Bodies in Motion Dance School, you accept the risks affiliated with dancing, singing and acro dance. While safe dance practices are always carried out in classes, students may be at risk when executing some steps/movements. Bodies in Motion takes no responsibility for any injuries sustained. Your own insurance is recommended to cover for injuries etc.

OVERVIEW

- **It is compulsory to choose one of the three payment options available upon enrolment.**
- Overhead costs continue regardless of attendees; therefore, no refunds will be given for missed classes due to decisions of a personal nature. This decision is based on the fact that the spot in class is reserved for only those who have enrolled in it as there are capped numbers for each class. Long term illness or injury will be assessed on a case-by-case basis by producing a medical certificate.
- No refunds will be given if a student ceases classes after the sixth week of each term, unless we have received a written notice at least 4 weeks prior
- Classes cancelled due to natural disasters are not made up or credited as staff are still engaged.
- Classes will still run as normal on Student Free days & Public Holidays (except Good Friday and Anzac Day) unless notified prior. Catch up lessons will be arranged at a later date.
- All concert costs are charged in full at the beginning of Term 2 and are due no later than week 2, Term 3 (with the exception of those opting for payment plans).
- Class term fees are invoiced in advance for the entire term and payable within 14 days unless choosing a payment plan
- Payment plans are calculated via an entire annual quote and divided over the number of instalments to be agreed upon. Quotes are subject to change depending on individual circumstances.
- Amendment to this fees policy can be made in writing at any time as Bodies in Motion see fit.
- PRUSHKA debt collection will handle all matters regarding overdue fees past 56 days from invoice date (6 weeks overdue) and the customer liable for any commission costs incurred by the said company
- BIM reserves the right to deny or cancel enrolment of any student or parent who does not fit the BIM culture.
- Bullying in any form will not be tolerated i.e. verbal, physical, social or cyber. If BIM staff become aware of any such incidences, individuals may be asked to leave.

PRIVACY POLICY

This privacy policy sets out how Bodies in Motion Dance School Pty Ltd – ABN 466 1819 8986 uses and protects any information that you give Bodies in Motion Dance School.

Bodies in Motion Dance School is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our service, then you can be assured that it will only be used in accordance with this privacy statement.

Bodies in Motion Dance School may change this policy from time to time by updating this document and is effective from 1st January 2017.

By enrolling at Bodies in Motion Dance school, you are giving permission for photos and videos of you/your child to be used in newsletters, social media and other marketing material. If you do not agree to these terms, please contact the office directly.

What we collect

We may collect the following information:

- Name, date of birth & school attending & grade
- Contact information including email address, telephone numbers, physical address and mailing address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

PAYMENT OPTIONS

To make it easier for our customers we have streamlined our payment options, creating simple and effective ways to manage your account- meaning less stress and hassle for you! Please choose which payment option works best for your family.

Option 1 "PAY NOW"

- Full payment of each term's invoice is to be made up front or within 14 days of the invoice date.
- Payment can be made via; Electronic bank transfer (must allow bank processing times), EFTPOS or Cash.
- Customers who have fall overdue will no longer be given the "pay now" option and will be referred to either the Ezypay or Centrepay arrangements.

PENALTIES

- Due date - Email & SMS reminder
- 7 days overdue - Email & SMS reminder
- 14 days overdue - Email & SMS reminder and charged \$2 per day overdue fee
- 21 days overdue – Email, SMS & Hand delivered reminder note and charge of \$2 per day overdue fee
- 28 days overdue – Notice/Warning of possible class suspension, Email, SMS & hand delivered reminder note and charge of \$2 per day overdue fee
- 35 days overdue – Class Suspension notice, Email, SMS & hand delivered reminder note and charge of \$2 per day overdue fee
- 42 days overdue – Account referred to Debt Collection and charge of \$2 per day overdue fee with additional fees added by the debt collection company

Option 2 “EZYPAY”

- Direct Debit payments are made weekly, fortnightly or monthly from your bank account.
- An additional consent form will need to be signed.
When entering into the Ezypay agreement, all costs for the year will be included such as insurance, concert fees, class fees, exam fees, uniforms & shoes etc.
- This amount will then be divided up over the remaining weeks in of the year (usually 52 weeks a year or part thereof) and deducted for your account.
- Payment amounts can be changed when needed to add in extra costs.
- If your account runs into credit you can opt to defer payments, receive a refund or carry the credit over to the following year.
- Processing fees of \$1.30 per transaction & a one off set up fee of \$5.25 applies.
- If scheduled payments are missed and are not arranged for recovery, penalties will apply (same as for “pay now” option).

Option 3 “CENTREPAY”

- Automatic deductions made weekly/fortnightly from your Centrelink payments.
- An additional consent form will need to be signed.
- When entering into the Centrepay agreement, all costs for the year will be included such as insurance, concert fees, class fees, exam fees, uniforms & shoes etc.
- This amount will then be divided up over the remaining fortnights in the year (usually 26 or part thereof) and deducted from your Centrelink payments.
- Payment amounts can be changed when needed to add in additional costs
- If your account runs into credit you can opt to defer payments, receive a refund or carry the credit over to the following year.
- If scheduled payments are missed and are not arranged for recovery, penalties will apply (same as for “pay now” option).