



ENROLMENT & FEES POLICY

- Enrolments will automatically roll over each term for the calendar year. If you are not returning for the next term please notify the office prior to term commencement.
- Previous enrolments do not carry over into the next calendar year.
- Term fees must be paid by the end of week 1 of the relevant term. Term fees that are not paid will incur a 10% late payment fee for each week not paid following this. Term fees must be paid by week 3 for participation to continue.
- No refunds are given for missed classes due to overseas trips, family holidays or birthdays etc. Refunds may be granted at Limelight Dance Studios discretion due to injury or bereavement. Medical certificates may be requested.
- There will be no refund of term fees if a student changes their mind and wants to unenroll after the first 3 weeks of the class running.
- If a student wishes to unenroll before the third week of that term, we will refund them for any remaining classes after that period of time they have paid for.
- Private lessons need to be paid within 7 days of the invoice and will incur a 10% late payment fee each week after this.
- All fees are to be paid to Pique Productions Limited, trading as Limelight Dance Studios, via the following methods:
 - Bank Account Number: 06 0323 0583212 00
 - Account Name: Pique Productions Limited
 - Payments can also be made on-site by cash, eftpos or credit card. **Credit card payments will incur a 3% surcharge.**

CANCELLATION POLICY - PRIVATE LESSONS

- Cancellations of private lessons with less than 24 hours notice will incur a \$25 fee per 45 minute lesson or \$15 fee per 30 minute lesson.
- Cancellations of private lessons with less than 12 hours notice will incur the full lesson fee.
- Cancellations must be made in writing to reception@limelightdance.co.nz.
- Discretion may be granted due to injury or bereavement only. Medical certificates may be requested.
- If you are not prepared to accept this condition, please do not book a private lesson. Our coaches deserve to be paid for their time and we will enforce this.

UNIFORM POLICY

- All students must purchase and wear the correct Limelight Dance Studios uniform within three weeks' following enrollment.
- Students wishing to sit exams will need to have the correct uniform before we will submit them for examinations.
- Appropriate dance shoes must be worn for all classes as specified in our uniform requirements.



COMPETITION TEAMS

- Competition teams are by audition or invite only and are a year long commitment.
- Term fees for Competition Teams (including Formation team) are not included in the unlimited classes payment option.
- Competition teams will be required from time to time to attend extra weekend / holiday rehearsals or events.

STUDIO EXAMS & MEDAL TESTS

- All syllabus Jazz and Tap classes are taught with the intention that students will work towards sitting their examinations during the year. Students will be entered into examinations at the discretion of the teacher, in consultation with students and parents/caregivers.
- Examination fees are additional to term fees.
- Examinations are optional.
- The same rules apply if Medal Tests are offered in any genre.

NEWSLETTERS & STUDIO UPDATES

- Newsletters are sent out via email in addition to being posted on our website. It is the parents' and students' responsibility to ensure that they read these to keep up to date with any studio events or changes.

PHOTOGRAPHY AND MEDIA POLICY

- Photos and/or videos of students from classes, competitions, shows or other events, may be taken by the Limelight team and used for advertising and / or training purposes. Please get in contact with us if you or your child wishes **not** to be in photos / videos.

COVID-19

- In the case of Covid-19 alert level changes, or any other pandemic-related disruption, it is at the discretion of the Limelight Dance Studios owner to decide how to proceed with offering classes. If levels do not allow physical classes, online classes may be offered. When classes are allowed to resume, all relevant health and safety regulations will be adhered to by Limelight Dance Studios. If a student makes a decision to not participate, there will be no refund or transfer of classes offered.
- If a student cannot attend a class due to awaiting a Covid-19 test or having tested positive for Covid-19, they may either attend that class via Zoom or they may attend another class (of an appropriate level as confirmed by the teacher) to make up for the missed class.

OTHER

- All choreography learned at Limelight Dance Studios is the intellectual property of Limelight Dance Studios (or the choreographer) OR is taught under license through other organisations and shall not be shared with the public without first obtaining permission from the choreographer and owner of Limelight Dance Studios.