

## Terms of Enrolment

By submitting payment, you agree that you have read and understood the following Terms of Enrolment. The Terms of Enrolment are valid for the duration of your daughter's participation in the Australian Girls Choir (AGC) and continued enrolment implies acceptance of these terms outlined. Company policies are available at <http://ausgirlschoir.com.au/currentchoristers/aspa-policies/>

### New Enrolment

Positions in AGC classes are limited and allocated upon receipt of an enrolment form and a \$50 non-refundable deposit. Enrolment can be completed online. Once your deposit is received, our Enrolments Administrator will contact you to confirm whether a position is available in your preferred class.

- **If a position is available:** We will send you a confirmation email and a payment form for the balance of the fees which can be paid in full or in instalments.
- **If a position is not currently available at your preferred venue:** Your daughter will be placed on our waiting list for the next available position. We will send you an email with further information. If at any time you wish to be removed from the waiting list you are entitled to a refund of your deposit; however your deposit is non-refundable once we offer you a place at your preferred venue. When a place becomes available, your \$50 deposit will be credited towards your enrolment fees.

### Re-enrolment

All current choristers are required to re-enrol at the end of each year. A payment option must be selected by the due date in order to guarantee a place for the following year. All re-enrolment deposits are non-refundable. If Deposit Paid is \$0.00 on the payment form, then the balance of fees includes a non-refundable deposit component; \$200 for Camerata and Performing Choir or \$100 for all training levels.

### Fees

A condition of enrolment is to accept responsibility for the payment of fees, plus any debt recovery costs if incurred. The annual fees are payable in full, or via instalments. Instalments are only applicable for enrolments beginning in Term 1 and 2. Should you choose to pay in instalments, please see the Direct Debit Request Service Agreement.

### Resignation

Should your daughter wish to resign from the choir, please notify our [Head Office](#) prior to the first class of the term.

Deposits paid for enrolment or re-enrolment are non-refundable. Once classes have begun, the full fees for the current term are payable plus a \$20 administration fee, regardless of attendance. Refunds will not be processed without the return of sheet music and performance top if applicable.

Refunds will be paid into your nominated bank account at the end of the month in which the resignation is processed. Please note: Performing Choir fees are calculated on five terms of tuition with the residential Music School equivalent to one term.

### Privacy

Information collected by ASPA is required in order to process your daughter's enrolment with the Australian Girls Choir. The information is subject to professional confidentiality and will not be disclosed to any third party except as required by law or for fee collection purposes. Further information can be obtained from the [ASPA Privacy Policy](#) on our website.

### Child Protection

ASPA adheres to state based Working with Children and Child Employment Acts. ASPA's [Child Protection Policy](#), and [Venue Arrivals and Dismissals Procedure](#), can be found on our website.

Unless ASPA is notified otherwise in writing, it will be assumed that ASPA may use photographs, audio and video recordings of classes and performances that include your daughter/s, for educational purposes and in promotional material.

Parents whose daughter is, or daughters are, subject to any court order must provide ASPA with the relevant documentation. Further detail is required if the court order affects who can collect your daughter/s from choir rehearsals and events. ASPA venue staff will be made aware of these requirements and will make every effort to comply with the order. ASPA will adhere to this order until a new order is provided. It will be assumed that both parents and guardians have access to their child unless ASPA is notified otherwise, in writing.

## Terms of Enrolment Continued

### Health and Medical Matters

ASPA has a [Duty of Care Policy](#) and a [Health Care Policy](#). In the event of illness or accident while under our care, the manager in charge will contact the parents or guardian, and an ambulance if required. If the parents or guardian cannot be reached, the manager is authorised to consent to your daughter receiving medical treatment as may be deemed necessary.

It is a requirement that parents provide details of any predetermined illnesses, including mental and physical health considerations. Some health matters may require a specific action plan in case of an emergency. Please submit your daughter's Medical Action Plan provided by a doctor if applicable. ASPA must be immediately notified if any medical information changes during your daughter's enrolment. More information can be found within the Health Care Policy on our website.

### Carpooling

ASPA families may choose to include their information in a carpool list. Please contact your State Office should you wish to be included in this list, or, if upon initial enrolment, you selected yes for carpooling and now wish to be removed from this list. By registering for and using carpooling you acknowledge your agreement to the following terms. If you do not agree, do not proceed.

- ASPA will distribute your name, phone number and suburb upon request to any other parents seeking to establish a carpool relationship with an ASPA family from your venue.
- ASPA makes no undertaking, promise or guarantee that we will be able to successfully match you with another ASPA family.
- ASPA is not and cannot be responsible for the behaviour of ASPA families; it is your responsibility to assess the suitability of your daughter's driver.

### Participation and Behaviour

Enrolment in the training levels of the Australian Girls Choir entitles each chorister to participate in weekly classes, and Australian Girls Choir concerts and associated rehearsals. Progression within the choir is determined by assessment of a range of abilities including voice, movement, qualities of leadership and the ability to work within a team.

Selection for involvement in the AGC's specialist choirs (Cantini, Cantissimo, Canto and Bel Canto) and senior performance groups (Camerata and Performing Choir) is subject to a successful audition, which includes assessment of each chorister's ability to hold their vocal part on their own and as part of a group, take direction, and perform more complex choreography. Selection for involvement in public engagements is based also on the requirements and limitations imposed by event organisers and particular venues at which the choir performs. Please see our [Equal Opportunity Policy](#) for more information.

The Australian Girls Choir has behaviour expectations within classes and at special events. ASPA aims for behaviour management to be positive and consistent and to take into account the needs of each individual, and the wellbeing of the group. Choristers and staff members work as a team in order to develop musical, dance and social skills, and learn and create performance items. Individual students need to operate within this team and share the classroom space (both physically and socially) with each other. Please see our [Student Participation Policy](#) for more information.

### Copyright – AGC Arrangements and REDed Routines

AGC song arrangements, music resources, and Raw Energy Dance Education (REDed) routines are all covered by copyright licences. ASPA has entered into agreements with the composers and arrangers of repertoire in the AGC curriculum, as well as with REDed under the stipulation that all routines and sheet music will only be used in ASPA classrooms. It is a term of enrolment that ASPA families do not pass AGC music and REDed routines onto other organisations.