

General

- The Company NZ is also known in its short form as TCNZ for the purpose of these 'Terms and Conditions' and all other documentation.
- Your enrolment with TCNZ is governed by these Terms and Conditions and any separate Terms and Conditions we may publish from time to time on our website or Notice Board. By enrolling with TCNZ you are confirming that you accept these Terms and Conditions.
- TCNZ reserves the right to amend these terms and conditions at any time. Should this occur, TCNZ will provide notification via website and email.

Term Fees - Policies and Procedures

- Early termination fee of \$30 applies.
- All dance fees are strictly payable on invoice.
- Term fees are due and payable in full prior to the beginning of the new term, unless otherwise arranged.
- Costs and Fees for competitions, dance camps, additional projects are to be paid by the specified deadlines without exception. Dancers who commit to the costs for an event and withdraw after expenses with vendors have been agreed, will be liable for upto 60% of the original costs/fees provided.
- All fees are fixed and remain payable in cases of absence. There are no reductions for sickness or holidays.
- All statutory holidays and school holidays are observed in calculating the fees. The fees have been calculated over the Terms of the public school holidays.
- Failure to pay fees may result in:
 - *The loss of the student's enrolment position*
 - *The Name of Applicant / guardian responsible for the fees will be listed on the official collections register which may affect their credit record/rating interest on the outstanding fees shall accrue daily from the date payment is due, until the date of payment, at a rate of 2.5% per calendar month (and such interest shall compound monthly at such rate) after as well as before any judgement;*
 - *The Company NZ may use a debt collection agency to collect any fees outstanding and the signee shall be liable for all costs and disbursements incurred by The Company NZ in recovering the debt (including, but not limited to, internal administration fees, legal costs on a solicitor and own client basis, and collection agency costs and bank dishonour fees); and*
 - *The signee will be listed with a debt collection agency, which may affect my credit rating/records.*

Refund Policy

- TCNZ will refund in full all payments made by the student if the selected class is cancelled by TCNZ prior to commencement of term.
- After commencement of the term, no refunds will be given to students.
- All fees paid are non-refundable and non-transferable.

Class Attendance and Conduct

- Enrolment with TCNZ not only teaches dance but also provides a positive lesson in commitment. Support from both the teachers and the parents / guardians are necessary to assist in developing this commitment.
- Students must be punctual to class to ensure they receive a complete warm up.
- TCNZ reserves the right to expel any student for bullying, swearing, disrespectful behaviour and/or disruptive behaviour.
- No food is permitted in the dance studio.
- Noise outside the dance studio must be kept to a minimum as excess noise can impede both teachers and students' concentration. TCNZ strives to maintain a friendly environment in which to learn. However, if you have any concerns they should be directed to email dance@thecompanynz.co.nz.
- Chewing gum / bubble gum is not permitted on the premises.
- During class students are expected to listen and show respect to their fellow dancers. TCNZ reserves the right to remove any disruptive student.

Class Attire

- Appropriate footwear must be worn to each lesson with exception of Contemporary classes.
- Any student inappropriately dressed / groomed will not be able to participate in class activities due to Health and Safety Regulations. No excess jewellery is to be worn. This includes dangly earrings and bulky watches.

Choreography and Music

- Choreography for classes remains the sole property of TCNZ.
- Choreography must not be copied or used without prior permission from TCNZ.
- Students can obtain a copy of the music used for their class, for the purpose of practicing only, by supplying a blank CD to TCNZ.

Photography & Videoing of Students

- Photography or videoing of students in class is only allowed with the permission from TCNZ.
- Any photography or video footage of any costumes or dances choreographed within TCNZ can be used for promotional or advertising purposes and remains the sole property of TCNZ.

Safety and Injury Policies

- While TCNZ takes all reasonable care in the conduct of its classes, it accepts no responsibility for injury or loss caused during class or while students are on or near the premises where TCNZ holds its classes.
- Parents / guardians are responsible for ensuring that their child / children are physically and medically fit for the class.
- TCNZ aims to provide a safe environment to reduce the risk of injury. However, dance is not without its risks and it should be recognised by all students, parents/guardians that participating in dance classes may result in personal injury.
- It is the student's responsibility to ensure they follow safe dance practice instruction given by their dance teacher at all times to avoid injury. At all times during class, you are responsible for your personal safety and must not conduct yourself in such a way as to put others at risk.
- It is the responsibility of the student, parents/guardians to notify the teacher in the event of an injury or medical condition during or prior to class.
- It may be necessary for the teacher to engage in appropriate physical contact to enable correct posture, body alignment or to administer first aid.
- A first aid kit is kept on the premises and is available for any student to use with the permission of the teacher.
- TCNZ students are under supervision whilst in class time only. Teachers and staff are not responsible for students outside their allocated class time.
- It is the responsibility of all students and parents to familiarise themselves with the Fire Safety Evacuation Procedure. This procedure is posted in the reception area and in the studio.
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Class Viewing Policy

- Classes are not to be viewed within the dance studio space during class time.

Dismissal Policy

- TCNZ maintains the right to dismiss any student or parent who breaches any of the stated terms and conditions.

Privacy Act 1993

- You authorise TCNZ (or their agent) to disclose information about you, whether collected by us from you directly, or obtained from any other source, to any credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default by you. You shall have the right to request TCNZ for a copy of such information and/or to correct any incorrect information, retained by TCNZ.
