



## IN THE STUDIO

1. Students must arrive 10 minutes prior to the commencement of their lessons.
2. Whilst all care is taken, JLC is not responsible for student's personal belongings and/or valuables.
3. JLC take no responsibility of children left behind in the student lounge area after classes, making prompt drop off and pick-ups a matter of importance.
4. If a student is late to their lesson by 10 minutes a text reminder will be sent out. If a student is late by a further 5 minutes the student's lesson is forfeited.

## ONLINE

1. Students must arrive 5 minutes prior to the commencement of their lessons.
2. Students will be provided with a link on their Google meets calendar invite. It is up to the students and their guardians to accept the invite and in turn coming to lessons on time.
3. Online Students should provide a stable internet connection. If this is not possible, it will be up to JLC Management to assess the situation and terminate lesson if stable internet cannot be achieved.
4. If a student is late to their lesson by 10 minutes a text reminder will be sent out. If a student is late by a further 5 minutes the student's lesson is forfeited.

## **ATTIRE**

### **DANCE MOCK AUDITIONS**

1. Students are to wear tight fitted pants. Leggings, dance pants, and bike shorts are all acceptable. Track-pants, jean-wear or non-stretch pants are not permitted.
2. Jewellery is not permitted in class (watches, bracelets, rings, etc)
3. Hair is to be worn up and back off the face at all times unless indicated otherwise.
4. All students must have the correct footwear for all classes.

### **DANCE LESSONS (PRIVATES)**

1. Students' ballet attire must include the correct colour leotard (refer to level specifications) and pink ballet tights. Warm up pullies are permitted but must be removed once instructed/warm.
2. Jewellery is not permitted in class (watches, bracelets, rings, etc)
3. Hair is to be worn up and back off the face at all times unless indicated otherwise.
4. All students must have the correct footwear for all classes.

### **MUSIC AND VOCAL LESSONS (PRIVATE)**

1. Song choices for private voice students are at the discretion of the student, however, coaches will authorise the appropriateness and suitability of the song choice.
2. Students should be in tight fitted attire as so to see the respiratory system function during their lessons.
3. All private voice lessons have a 48-hour procedure in place should a student miss a class. 48 hours' notice must be given in writing to [info@jamielongcoaching.com](mailto:info@jamielongcoaching.com). Please refer to cancellation policy for more details.
4. Students will have weekly or fortnightly time allocations for the year. If students are wanting sessions outside of their normal session times for audition preparation or other various reasons, it is advised to contact JLC on 0449-022-823.
5. If the teacher must cancel a session due to an emergency or sickness, the session fee will be credited to the students next session. There will be no makeup classes, the fee will just transfer from that week to the next lesson week for that student.

## ENROLEMENT CONFIRMATION

1. All class enrolments at JLC are confirmed by completing all sections of the Student Enrolment Form, including the Terms & Conditions and returning it to JLC.

## PAYMENTS

1. All students have the option of paying weekly or monthly. Payment is due on the Tuesday of the student's lesson week. After 10 pm on Tuesday night a payment is considered overdue. A \$2.50 late fee will be incurred after this time.

2. In the event an account holder does not provide JLC with full payment by the due date as stated on their invoice, the student will not be permitted to participate in their class.

3. A \$25.00 late late fee will be incurred for tuition fees that are outstanding after a seven-day period. JLC reserves the right to employ Debt Collector services to retrieve outstanding or unpaid accounts. The costs of these services will be at the expense of the account holder.

4. JLC reserves the right to refuse entry to a student should outstanding balances are not settled in a reasonable time, as determined by JLC management.

5. For all new students, any initial consultation sessions that are rescheduled and/or cancelled, the lesson fee will still be incurred.