



## 1. General

- 1.1 Uniform must be worn by all students at all classes and whenever representing Big Little Theatre School. We reserve the right to remove any students from their class if the uniform policy is not adhered to.
- 1.2 All fees are due for payment on or before the first day of term. If payments are not received promptly, Big Little Theatre School reserves the right to levy a 5% surcharge. We also reserve the right to exclude any student from their class.
- 1.3 An application form must be completed and signed by both student and parent in order to enrol as a Big Little student.
- 1.4 Big Little Theatre School offers a free trial class to new students who do not attend any other Big Little class. The remaining class fees in that term will be charged on a pro rata basis.
- 1.5 All students must sign in and register when attending all classes, rehearsals and performances. In the event of a student needing to leave class early, the permission of the class teacher/director must be obtained in order to be recorded.
- 1.6 Any medical condition should be notified to the school upon enrolment and thereafter.
- 1.7 Any learning difficulties should be notified to the school upon enrolment in order to assist us in monitoring progress and ensuring a productive and supportive environment.
- 1.8 Any student who is approached or volunteers to partake in any other stage performance with any other company or society (with the exception of normal school productions during term time) must, out of courtesy, inform the Principal prior to any agreement being made to participate.
- 1.9 Big Little Theatre School and its representatives cannot under any circumstances be responsible for any student outside of the advertised times of classes.
- 1.10 The primary method of communication by Big Little is via email, therefore an accurate and up to date email address for both students and parents is essential. Email information bulletins will be issued weekly.

## 2. Fees and Payment

- 2.1 Any student wishing to withdraw from a class is required to give a half terms written notice or payment in lieu.
- 2.2 A 10% discount on the total invoice will apply to all Youth Theatre students who enrol for a third class of one hour's duration. This discount will apply **only** to classes joined in the first two weeks of each term. From then on a pro rata fee will apply to that class only and no other discount will be made. Big Little Theatre School reserves the right to withdraw any discounts if fees are not paid promptly.
- 2.3 Any existing Big Little student can attend a trial lesson in another class and no charge will be made should they not wish to take up the place.
- 2.4 Any student enrolling in a class mid term will have a pro rata fee applied. This will be calculated by using the number of weeks in the term by the term fee for that class.
- 2.5 Class fees do not include the provision of resources, such as plays, scripts, music, books, CDs or other such items which students are expected to provide for themselves. Should Big Little Theatre School supply such items to a student, a fee will apply. All weekly resources such as song sheets and acting studies will be provided at no extra charge.
- 2.6 All deposits in respect of any other course are non-returnable unless the course is cancelled by the school.

## 3. Exclusions and Expulsion

- 3.1 In the event that the School considers that a student is in breach of these terms and conditions or any regulation issued from time to time by the school, or if the behaviour of any student is disruptive or likely to bring the school into disrepute, the school reserves the right to exclude this student.
- 3.2 Any decision to exclude any student will be taken by the Principal and only after the student has been given a reasonable opportunity to state his or her case.
- 3.3 In the case that any student is excluded or expelled, no fees or deposits will be repaid. The school reserves the right to seek payment of the balance of any fees due in respect of the class. These will become immediately payable by the student to the school.

## 4. Regulations

- 4.1 The school may from time to time introduce regulations for the better running of the school. All students enrolled at the school shall be expected to adhere strictly to any and all such regulations.