

<b>Payment Process</b>	<p>Fees will be automatically deducted from your chosen method of payment on the 25th of each month, in advance of classes. If joining mid-term, fees will be deducted for that month's classes once enrolment is finalised.</p> <p>By enrolling in Sydney Performing Arts Academy classes, you are giving permission for your method of payment to be charged for the fees involved in your enrolment.</p>
<b>Payment Methods</b>	<p>Upon enrolment, families will be required to save a payment method to their account. This can be Bank Account details or a Credit Card.</p>
<b>Surcharges</b>	<p>There are processing fees associated with each type of payment method:</p> <ul style="list-style-type: none"> <li>• Bank Account transaction fee - \$0.88</li> <li>• Credit/Debit Card transaction fee - \$0.88</li> <li>• VISA/Mastercard service fee - 2%</li> <li>• AMEX service fee - 4.4%</li> <li>• Failed Bank Account payment - \$5.50</li> </ul> <p>A declined/failed payment will also incur a transaction fee.</p> <p>&gt;&gt; PLEASE BE ADVISED - these fees (charged by our merchant processor) are unable to be shown through our Jackrabbit enrolment software and therefore <b>will not be seen on a statement or in the Parent Portal.</b></p>
<b>Billing Cycle</b>	<p>We debit the upcoming month's fees from your preferred payment method on the 25th of each month in advance of classes.</p>
<b>Annual Fee</b>	<p>The Annual Membership Fee will be charged upon enrolment.</p>
<b>Refunds</b>	<p>There will be no refunds given for:</p> <ul style="list-style-type: none"> <li>• The upcoming month's classes when enrolment was cancelled after the 24th of the month</li> <li>• Paid classes missed when a student leaves mid-month</li> <li>• Costume or Production Fees</li> <li>• Absences</li> <li>• Examination Fees</li> </ul>

<b>Fees</b>	<p>There is an Annual Membership Fee of \$35 per student or \$45 per family, paid upon enrolment. This is non-refundable.</p> <p>If you choose to enrol after a trial, the trial class will be added to your fees.</p> <p>Fees for each upcoming month will be automatically deducted on the 25th from a family's chosen method of payment.</p> <p>A month's fees will not be altered to cater for future absences - Make Up classes will be available.</p> <p>Fees are unable to be transferred to other class or event fees.</p>
<b>Late Fees</b>	<p>If payment has not been made two weeks after a failed/declined transaction, a \$5 Late Fee will be charged.</p>
<b>Class Schedule</b>	<p>Sydney Performing Arts Academy follows the NSW School Terms. Classes do not run during school holidays.</p> <p>Enrolment is assumed for the year and will roll-over to the following term so you do not need to re-enrol each term.</p> <p><b>You must let us know if your circumstances change before the 24th of the month or you will be charged the next month's fees (see 'Billing Cycle').</b></p> <p>Refunds are not available for late notification of cancellation.</p>
<b>Statements/ Invoices</b>	<p>Account statements will be emailed to you when upcoming payments are added to your account. These are available to view on your Parent Portal.</p>
<b>Outstanding Accounts</b>	<p>Students with outstanding accounts will not be able to participate in performances, exams and regular classes.</p>
<b>Make Up Classes</b>	<p>Make Up classes can be scheduled through the Parent Portal within the same term, as long as the replacement class has vacancies and fees have been paid. No credits or refunds will be issued if there is no appropriate replacement class.</p>
<b>Absences</b>	<p>Fees will not be altered to reflect attendance. This includes but is not limited to absences due to: sickness, injury, holidays/travel, COVID-19, unexpected life circumstances, and change of heart.</p> <p>Make Up classes are available for any missed classes.</p>

<b>Examinations</b>	We offer our Tap and Acrobatics students the opportunity to participate in exams. An Examination Fee will be charged upon registration. There are no refunds once a student is registered.
<b>NEW INFO: End of Year Production Fees</b>	ALL STUDENTS ARE INCLUDED IN THE END OF YEAR PRODUCTION UNLESS WE ARE ADVISED OTHERWISE VIA EMAIL by May 1st. Costumes are \$85 each, per genre of dance, and we provide a split payment over Term 2 and Term 3 of \$42.50 each term. A Production Fee of \$55 will be charged to all participants in Term 4 and this covers filming and photography, certificates and medals, staff hire, and any additional Production requirements. No refunds are available for Production or Costume Fees.
<b>Cancelled Classes</b>	If lessons are annulled for reasons beyond Sydney Performing Arts Academy's control such as weather, fire, government restrictions, black out etc, the class fees will not be refunded. This is due to outlays incurred regardless of whether the lesson is cancelled.
<b>Cancelling Enrolments</b>	After enrolling, an ongoing enrolment for the remainder of the year is assumed. You do not need to re-enrol each term. <b>If you wish to cancel enrolment, please email us before the next month's fees are charged on the 25th of the month or you will be charged for the upcoming month.</b> Fees will not be refunded if cancellation is after the 24th. If you cancel enrolment mid-month, that month's fees will not be refunded.
<b>COVID-19 Fee Policy</b>	Fees will not be refunded or reduced for students who are required to self-isolate or quarantine due to COVID-19. This includes when a student needs to quarantine upon returning from overseas or interstate, or if student is a close contact of a positive COVID-19 case. This is in line with our current Fee Policy where fees are not refunded, credited or waived when a student is absent from class. If classes are cancelled due to Government restrictions, Lock Down and Stay at Home Orders, online classes via Zoom will be offered. It is the family / carers responsibility to warrant they have downloaded and familiarised themselves with the Zoom app. All Zoom updates, information, meeting links and passwords will be sent to families by email and through the our App. Classes will not be credited or refunded for families / carers unwilling to participate in online classes, if online classes are available.