
TSHDRAMA PRODUCTIONS TERMS OF BUSINESS

2015 SCHOOL RULES

Drama classes are a **semester** commitment. (Two terms) unless beginning in Term 4 of the school year.

If you wish to discontinue your classes, **Four weeks written notice** must be given by emailing Tracy@tshdrama.com.

Failure to do this at least Four Weeks before the following term will result in full fees being payable for the following term.

Any costumes that have been ordered for you or examination fees etc paid on your behalf will have to be paid for.

Timing of lessons:

Lesson times are 30 mins or 60 mins. When the next student arrives for their scheduled lesson the teacher's priority to start that lesson on time. IF you wish to speak to the teacher outside of the allocated lesson time please email or call 0401 969606.

Each student is responsible to bring their speech and drama book , music or file to each lesson. If children are pre school to years 5 parents are reminded to pack their books in the school bag to bring to the lesson the following day.

Please check your child's book for homework and notes on class activities and notes for you.

FEES – GENERAL INFORMATION:

Fees must be paid in full by the due date on your invoice(within 10 days of receipt)

If fees are late, a late fee of 10% of your total invoice will be added.

If there is an error on your invoice or you have a question, please email: Tracy@tshdrama.com

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Terms are NINE lessons each term.

If you are away on holidays/overseas etc and miss lessons, your classes will still be charged for in the terms fees.

Extra fees for performance class will occur occasionally to cover costs such as competition entry; Eisteddfods and exam fees.

THE PARENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL FEES AND AGREE HAVING RECEIVED THE "SCHOOL RULES AND CONDITIONS".

Please confirm with an email: Tracy@tshdrama.com
