



## Terms of Enrolment

By submitting payment, you agree that you have read and understood the following Terms of Enrolment. The Terms of Enrolment are valid for the duration of your daughter's participation in the Australian Girls Choir (AGC) and continued enrolment implies acceptance. Company policies are available at <http://ausgirlschoir.com.au/current-choristers/aspa-policies/>.

### Fees

A condition of enrolment is to accept responsibility for the payment of fees, plus any debt recovery costs if incurred. The annual fees are payable in full, or via monthly instalments. Instalments are only applicable for enrolments beginning in Term 1 and 2. Should you choose to pay by instalments, please see the **Direct Debit Request and Direct Debit Service Agreement**.

### Re-enrolment

All current choristers are required to re-enrol at the end of each year. A payment option must be selected by the due date in order to guarantee a place for the following year. All re-enrolment deposits are non-refundable.

### Participation and Behaviour

The AGC has behaviour expectations in classes and at events. We aim for behaviour management to be positive, consistent, and to take into account the needs of each individual and the wellbeing of the group. Please see **ASPAs Child Safe Code of Conduct, Equal Opportunity Policy and Student Participation Policy** on [our website](#) for more information.

In order to maintain harmonious relationships we ask all members of the ASPA community to:

- conduct themselves in a respectful manner and in compliance with the law,
- use courteous and acceptable written and spoken language in all communications. No profane, insulting, harassing, aggressive or otherwise offensive language should be used,
- value our diverse community and respect the rights, experiences, religious beliefs and practices of individuals and their families, and
- respect and comply with reasonable requests and directions from ASPA staff members.

ASPAs will not tolerate bullying, harassment or other inappropriate behaviour from staff, students, parents, guardians or other family members. If a student, staff member, parent, guardian or visitor feels they have been victimised in any way they should speak with ASPAs venue staff or contact the ASPA Head Office to report the incident.

### Progression through the Levels

Enrolment in the training levels of the AGC entitles each chorister to participate in weekly classes, and AGC concerts and associated rehearsals. Progression within the choir is determined by assessment of a range of abilities including singing, musicianship, movement, social readiness and the ability to work within a team.

Selection for involvement in the Specialist Groups (Cantini, Cantissimo and Canto) and Senior Performance Groups (Camerata, Performing Choir and Bel Canto) is subject to an assessment of vocal quality; level of independence when holding a vocal part; ability to absorb and perform complicated dance routines; general musicianship, stage and presentation skills, as well as the individual's social readiness and ability to work within a team. Selection for involvement in public engagements is also based on the requirements and limitations imposed by event organisers and particular venues at which the choir performs. Please see ASPAs **Equal Opportunity Policy** on [our website](#) for more information.

### Child Protection

ASPAs adheres to the National Principles for Child Safe Organisations as well as the relevant Child Safe standards in each state and territory, including Mandatory Reporting requirements, Working with Children Checks and Child Employment Acts. ASPAs staff members adhere to the Child Safe Code of Conduct and understand they have a legal obligation to protect the children in our care. Please see ASPAs **Child Protection Policy, Child Safe Code of Conduct and Venue Arrivals and Dismissals Procedure** on [our website](#).

Unless ASPAs is notified otherwise in writing, it will be assumed that ASPAs may use photographs, audio and video recordings of classes and performances that include your daughter/s, for educational purposes and in promotional material. Parents, guardians, visitors and staff members cannot photograph or film students during session times for personal publication.

Parents whose daughter is subject to a court order that affects who can collect their daughter/s from rehearsals and events must provide ASPAs with the relevant documentation. ASPAs venue staff will be made aware of these requirements and will make every effort to comply with the order. ASPAs will adhere to this order until a new order is provided. It will be assumed that both parents and guardians have access to their child unless ASPAs is notified otherwise, in writing.



## Terms of Enrolment Continued

### Health and Medical Matters

ASPA's **Duty of Care Policy** and **Health Care Policy** can be found on [our website](#). In the event of illness or accident while under our care, the manager in charge will contact the parents or guardian, and an ambulance if required. If the parents or guardian cannot be reached, the manager is authorised to consent to your daughter receiving medical treatment as may be deemed necessary.

It is a requirement that parents provide details of any predetermined illnesses, including mental and physical health considerations. Some health matters may require a specific action plan in case of an emergency. We require a Medical Action Plan (MAP) provided by a doctor when specific equipment is needed for a severe condition. Equipment may include autoinjectors, inhalers or medications and must be brought to weekly classes and to event days, such as Music School, additional rehearsals and AGC concerts in order for your daughter to participate. ASPA must be notified if any medical information changes during your daughter's enrolment.

### COVID-19 Safe Plan

ASPA maintains a COVID-19 Safe Plan that outlines the additional health and safety measures that we implement to help meet government regulations, mitigate the risk of transmission at our venues and ensure that all ASPA members have a safe place to sing and work in. Please find our COVID-19 Safe Plan on [our website](#).

### Privacy

ASPA adheres to the Commonwealth Privacy Act 1988 and the Australian Privacy Principles. Information collected by ASPA is used before, during and after the course of your enrolment in a variety of ways to meet its legal obligations, and to promote and provide our services. The information is subject to professional confidentiality, kept strictly secured, and will not be disclosed to any third party except as required by law or for fee collection purposes. Please refer to **ASPA's Privacy Policy** on [our website](#) for more information.

### Carpooling

ASPA families may choose to include their information in a carpool list. Please contact the office should you wish to be included in this list, wish to receive the current list of carpool families for your daughter's class, or, now wish to be removed from this list. By registering for and using carpooling you acknowledge your agreement to the following terms. If you do not agree, do not proceed.

- ASPA will distribute your name, phone number and suburb upon request to any other parents seeking to establish a carpool relationship with an ASPA family from your venue.
- ASPA makes no undertaking, promise or guarantee that we will be able to successfully match you with another ASPA family.
- ASPA is not and cannot be responsible for the behaviour of ASPA families; it is your responsibility to assess the suitability of your daughter's driver.

### Copyright – AGC Arrangements and dance routines

AGC song arrangements, music resources, and choreographed dance routines are all covered by copyright licences. ASPA has entered into agreements with the composers and arrangers of repertoire in the AGC curriculum, as well as with choreographers of our dance routines under the stipulation that all routines and sheet music will only be used in ASPA classrooms. It is a term of enrolment that ASPA families do not pass AGC music or dance routines onto other organisations.

### Resignation

Should your daughter wish to resign from the choir, please notify our [Head Office](#) prior to the first class of the term.

Deposits paid for enrolment or re-enrolment are non-refundable. Once classes have begun, the full fees for the current term are payable plus a \$20 administration fee, regardless of attendance. Refunds for remaining terms are prorated based on the number of classes per term, which varies. Refunds are paid into your nominated bank account by the end of the month in which the resignation is processed.

**Please note:** Performing Choir fees are calculated on five terms of tuition with the week-long Music School equivalent to one term. Refunds will not be processed without the return of sheet music and performance top if applicable.