



## Important notes for parents when enrolling students into the Theatre Dance Academy using Classmanager

### 1. Classmanager booking system

Once you have decided to join the Theatre Dance Academy register and create an account along with your child/s details from here:

[app.classmanager.com/portal/st-margarets-college-theatre-dance-academy/register](http://app.classmanager.com/portal/st-margarets-college-theatre-dance-academy/register)

### 2. Class Selection and Booking Process

Once you have registered, you can select your classes. Please note the following:

- You can cancel any selection at any time up until the final step when payment is made. You cannot cancel a class booking once a payment is made. If you do wish to change a lesson please contact the [TDA Manager](#).
- Your selection will not be registered nor accepted if you do not pay at the time of your booking.
- If the class you select is already full, your class request will be entered automatically onto the waitlist for that class.

### 3. Discounting: *The more you dance the more you save!*

The TDA Classmanager booking system allows you to take advantage of an escalating structure of discounting for your weekly class bookings, as per the following table.

Each sibling will attract a further 5% discount for each of their classes (on the same booking)

| Number of lessons per week | Discount percentage for each individual class of first child | First sibling discount rate | Second + siblings |
|----------------------------|--|-----------------------------|-------------------|
| 1st                        | 0%   | 5%                          | 5%                |
|                            |  |                             |                   |

|        |      |      |      |
|--------|------|------|------|
| 2nd    | 10%  | 15%  | 15%  |
| 3rd    | 15%  | 20%  | 20%  |
| 4th    | 30%  | 35%  | 35%  |
| 5th    | 50%  | 55%  | 55%  |
| 6th    | 50%  | 55%  | 55%  |
| 7th    | 50%  | 55%  | 55%  |
| 8th    | 50%  | 55%  | 55%  |
| 9th    | 50%  | 50%  | 50%  |
| 10th + | 100% | 100% | 100% |

The Classmanager system will automatically calculate the overall best possible discounts for you, irrespective of the order in which you select your classes.

Note that there is no discounting for Theatre day, however the Tap and Jazz options within Theatre Day are discounted as per the above table. Discounting is not applicable to Company Kids or Private Lessons.

4. **IMPORTANT NOTE:** To attract these discounts all class bookings, including sibling bookings if applicable, must be made on the **same** booking and advance payment. Subsequent additional bookings entered after the first payment has been completed will **not** attract the next discount level percentage sequential to the last class selection of your initial booking, but will be reset to the beginning of the discount table with the new class being registered as a first booking only.

5. **Theatre Day**

If you are interested in joining Theatre Day (Saturday 11.30 - 4.00pm) you must ensure that you select the correct Jazz and Tap classes. Please refer to the class description and age guidelines for these choices.

**Billing for Theatre Day**

The cost of the Theatre Day package is \$690 for the term. This includes a Syllabus Tap and Jazz class during the week which is compulsory. Please ensure you select the correct Tap and Jazz classes when booking all your other classes. These will be counted in your total class bookings and discounted as per the table above.

Please then ensure you select the Theatre Day Class as well. This is priced at \$0 but you will be billed separately for the balance (\$690 less the cost of pre discounted Tap + Jazz classes you have selected) of the Theatre Day. You will receive a separate invoice for this balance by email with instructions to pay by credit/debit card. Payment is required in advance prior to participation in any Theatre Day classes.

**6. Cancellations and non attendance**

Note that once booked, class bookings and payments are non refundable. Failure to attend booked classes will not be refunded unless there are exceptional extenuating circumstances. The acceptance of these are at the sole discretion of St Margaret's College.

**7. Minimum and Maximum class size constraints**

Minimum class sizes are five students or at a lower or higher number which are set at the sole discretion of the College. The minimum Theatre Day class size is twenty.

Where insufficient numbers are enrolled to reach the class minimum, classes may either be combined with other classes or maybe cancelled entirely at the sole discretion of the College.

Where classes are cancelled due to insufficient numbers and there are no alternative classes available on offer then those bookings will be refunded.

**8. Terms and Conditions**

All TDA enrolments and payments are subject to the St Margaret's College Terms and Conditions which you will be required to read and accept at the time of enrolling your child in the TDA Classmanager booking system.