SCHOOL OF PERFORMING ARTS
SHORT COURSE ENROLMENT TERMS AND AGREEMENT

Course Attendance
If a student is unable to attend, they must inform the Course Coordinator at least half an hour before the commencement of class. It is not possible to make up classes that have been missed.

Dates
Term dates are subject to change; notification will be given in advance.

Payments
Fees must be paid in full before participants can commence class.

Cancellation and Refund Policy
The School of Performing Arts reserves the right to cancel any class in which case fees will be refunded in full. You will be notified of this a minimum of three working days prior to the scheduled start date. Under these circumstances you will have the opportunity to transfer to another course or have the fee refunded in full. If participants cancel up to 24 hours prior to the commencement of the course, 20% of the fee will be retained to cover administrative expenses. Transfers or credits may be requested in cases of extenuating circumstances. Regrettably no refunds or transfers are available once the course has commenced.

School of Performing Arts Responsibilities
- To provide high quality teaching. When, due to unforeseen circumstances a teacher is unable to attend class, every reasonable effort will be made to replace the teacher with a staff member of similar calibre.
- To acknowledge and respect the emotional, psychological and physical integrity of students and staff within the context of the role-playing self and the non role-playing self.
- As far as practicable, to deliver classes according to the course outline.
- To provide an environment that is free from sexual harassment and discrimination.
- The School of Performing Arts reserves the right to make amendments to its programs without notice.
- Tutors reserve the right to request a participant to leave the class if they are consistently late or disruptive to the progress of other participants.

Student Responsibilities
- To be punctual for classes and to complete tasks set for homework.
- To acknowledge and respect the emotional, psychological and physical integrity of fellow students and staff within the context of the role-playing self and the non role-playing self.
- Work may at times require close physical and emotional proximity via role-playing.
- To behave in a manner considered reasonable by the Faculty. This is, to behave in a manner that does not: interfere with the orderly conduct of any program or activity administered by the
- Faculty, or threaten, intimidate or threaten to intimidate the professional or personal rights and welfare of students or members of Faculty staff.