

**TERM 2 SCHEDULE 2019**

Terms and Conditions Apply

For new students, fees will be pro-rated according to the number of sessions left within the term.  
Please do note that a registration fee will apply for new registrants.

**Please note that the academy will be closed on the 19th April 2019 (Friday) for the Good Friday public holiday.**

Payment via cheques or NETS preferred.

Credit Card facilities are available for amounts above SGD\$100.

If you are attending trial or assessment classes, please do make your payments before the commencement of the class.

We thank you for your understanding.

	TIME	WEEKS								
<b>Monday</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Baby Ballet B	1530 - 1615	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
Baby Ballet A	1615 - 1700	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
Pre Ballet 1	1645 - 1745	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
Pre Ballet	1700 - 1800	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
Ballet 2	1700 - 1830	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
Ballet 1	1745 - 1900	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
Ballet 3	1830 - 2000	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
Ballet 7	1830 - 2000	4-Mar	11-Mar	18-Mar	-	1-Apr	8-Apr	15-Apr	7pm	7pm
Open Contemporary	1900 - 2030	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
<b>Tuesday</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Open Foundation & Floor Barre	1000 - 1130	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Open Pointe	1000 - 1100	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Open Elementary	1100 - 1230	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Stretch Class	1230 - 1330	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Baby Ballet B	1530 - 1615	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Baby Ballet A	1615 - 1700	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Pre Ballet	1615 - 1715	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Ballet 2	1645 - 1815	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Pre Ballet	1700 - 1800	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Pre Ballet 1	1715 - 1815	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Ballet 4	1815 - 1945	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Ballet 1	1815 - 1930	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Ballet 6	1815 - 1945	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Open Pointe	1915 - 2015	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Open Elementary	2015 - 2145	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
<b>Wednesday</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
Baby Ballet B	1530 - 1615	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	
Pre Ballet 1	1530 - 1630	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	
Baby Ballet A	1615 - 1700	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	
Ballet 1	1630 - 1745	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	
Pre Ballet	1700 - 1800	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	
Ballet 2	1800 - 1930	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	
Ballet 3	1800 - 1930	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	
Open Elementary	1900 - 2030	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	
Youth Contemporary	1930 - 2100	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	

Thursday		1	2	3	4	5	6	7	8
Open Foundation	1000 - 1100	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr
Open Elementary	1100 - 1230	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr
Baby Ballet B	1530 - 1615	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr
Baby Ballet A	1615 - 1700	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr
Ballet 1	1630 - 1745	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr
Ballet 4	1700 - 1830	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr
Pre Ballet	1700 - 1800	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr
Pre Ballet 1	1700 - 1800	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr
Ballet 1	1800 - 1915	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr
Ballet 6	1800 - 1930	7-Mar	14-Mar	1800 - 1930	28-Mar	1800 - 1930	11-Apr	18-Apr	1800 - 1930
Ballet 5	1830 - 2000	7-Mar	14-Mar	1800 - 1930	28-Mar	1800 - 1930	11-Apr	18-Apr	1800 - 1930
Ballet 7	1930 - 2100	7-Mar	14-Mar	1800 - 1930	28-Mar	1800 - 1930	11-Apr	18-Apr	1800 - 1930
Open Foundation & Floor Barre	1930 - 2100	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr

Friday		1	2	3	4	5	6	7	8	9
Open Foundation & Floor Barre	1000 - 1130	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr		26-Apr
Open Pointe Repertoire	1000 - 1130	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr		26-Apr
Baby Ballet B (NEW)	1530 - 1615				PLEASE CALL BEFORE YOU COME					
Pre Ballet 1	1545 - 1645	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr		26-Apr
Baby Ballet A	1615 - 1700	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr		26-Apr
Ballet 1	1645 - 1800	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr		26-Apr
Pre Ballet	1700 - 1800	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr	GOOD	26-Apr
Ballet 2	1730 - 1900	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr	FRIDAY	26-Apr
Ballet 2	1800 - 1930	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr	HOLIDAY	26-Apr
Ballet 4	1800 - 1930	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr		26-Apr
Ballet 5	1930 - 2100	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr		26-Apr
Junior Youth Contemporary	1930 - 2100	1-Mar	8-Mar	15-Mar	-	29-Mar	1945 - 2115	12-Apr		26-Apr

Saturday		1	2	3	4	5	6	7	8	9
Baby Ballet B	0900 - 0945	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Open Foundation	0900 - 1000	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Pre Ballet 1	0915 - 1015	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Pre Ballet	0930 - 1030	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Baby Ballet A	0945 - 1030	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Open Elementary	1000 - 1130	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Ballet 1	1015 - 1130	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Pre Ballet	1030 - 1130	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Pre Ballet 1	1030 - 1130	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Open Intermediate	1130 - 1300	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Ballet 1	1130 - 1245	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Baby Ballet B	1130 - 1215	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Ballet 2	1130 - 1300	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Baby Ballet A	1215 - 1300	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Pre Ballet 1	1245 - 1345	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Open Repertoire Pointe	1300 - 1400	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	-	-
Ballet 5	1300 - 1430	1330 - 1500	9-Mar	16-Mar	1430 - 1600	1300 - 1430	1430 - 1600	13-Apr	1430 - 1600	1430 - 1600
Pre Ballet	1300 - 1400	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Ballet 1	1345 - 1500	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Baby Ballet B	1400 - 1445	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Ballet 3	1400 - 1530	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Baby Ballet A	1445 - 1530	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Ballet 2	1530 - 1700	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Pre Ballet	1530 - 1630	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Ballet 6 & 7	1430 - 1600	1330 - 1500	9-Mar	16-Mar	1430 - 1600	1300 - 1430	6-Apr	13-Apr	20-Apr	27-Apr
Baby Ballet A	1630 - 1715	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr

Sunday		1	2	3	4	5	6	7	8	9
Ballet 2	1000 - 1130	3-Mar	10-Mar	17-Mar	24-Mar	-	7-Apr	14-Apr	21-Apr	28-Apr
Ballet 1	1015 - 1130	-	10-Mar	17-Mar	-	-	-	14-Apr	-	-
Boys Class (NEW)	1030 - 1130	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr
Baby Ballet B	1100 - 1145	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr
Pre Ballet 1	1130 - 1230	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr
Ballet 4	1130 - 1300	3-Mar	10-Mar	17-Mar	24-Mar	-	7-Apr	14-Apr	21-Apr	28-Apr
Baby Ballet A	1145 - 1230	1300 - 1345	10-Mar	17-Mar	1300 - 1345	-	1300 - 1345	14-Apr	1300 - 1345	1300 - 1345
Pre Ballet	1230 - 1330	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr
Ballet 5	1300 - 1430	3-Mar	10-Mar	17-Mar	24-Mar	-	7-Apr	14-Apr	21-Apr	28-Apr
Ballet 6 & 7	1300 - 1430	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr
Pre Ballet 1	1345 - 1445	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr
Physio Class (NEW)	1445 - 1545	3-Mar	10-Mar	17-Mar	24-Mar	-	7-Apr	14-Apr	21-Apr	28-Apr
Ballet 1	1445 - 1600	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr
Physio Class (NEW)	1545 - 1645	3-Mar	10-Mar	17-Mar	24-Mar	-	7-Apr	14-Apr	21-Apr	28-Apr

**Terms & Conditions for Baby Ballet B, Baby Ballet A, Pre-Ballet & Pre-Ballet 1**

**A) Registration and Term fees**

1. A registration fee will be charged upon enrolment.
2. Term fees are calculated bimonthly in this order: Term 1 (Jan & Feb), Term 2 (Mar & Apr), etc. There are 6 terms in 1 year. Term fees are based on the total number of lessons scheduled for the 2 months (Please note that some months are longer than others and may have more lessons scheduled). Fees are collected before each term commences. This is to help the school ascertain if there are enough students to start a class.
3. If fees are not paid by the 10th day from the start of each term, a surcharge will be levied.
4. All fees, including performance fees, paid are non-refundable and non-transferable.
5. Term fees will strictly not be pro-rated for existing students. Fees will be pro-rated only for new students signing up for the first time.
6. Once term fees are paid, a student may not change the class schedule during that term. The student may book make-up lessons during the same term if the change is necessary. Any unused lesson will not be refunded nor used to offset fees for the next term if make-up lessons are not utilised. But if fees are not paid yet, a request for a change in the class schedule will be accepted on a first-come-first-paid basis and subject to class availability.

**B) Deposit**

1. A one-time security deposit is required upon registration for Baby Ballet – Pre-Ballet 1. This deposit is to be paid on top of the registration and term fees.
2. The deposit will be refunded if certain conditions are met (Please see Section C, Clause 1 and 2). The student must also have paid up all the required fees.
3. If a student withdraws with less than 30 days' notice to the Academy (see Section C), the deposit will be forfeited.
4. A student who is absent for more than 4 consecutive lessons in a term without notification to the Academy and who has not paid the term fees, will be deemed as having withdrawn from the Academy and the deposit will be forfeited.

**C) Withdrawal**

1. At least 30 days' prior notice must be given to the Academy. The student will still have to pay for all classes leading up to the date of withdrawal.
2. Parents will need to fill in a form at the counter in person to request a withdrawal. The Academy will not accept requests to withdraw via e-mails, text messages or phone calls.
3. The Academy will issue a cheque to refund a student's deposit. Should the cheque not be encashed by the payee by the expiry date, no new cheques will be issued and the deposit will be forfeited.

**D) Promotion**

1. Attendance in class and performances will be taken into consideration in assessing each student for promotion to the next level. Students who are promoted will be notified by email and will begin the new level in January or July. However, students will be expected to stay in each level for at least a full year before being promoted.
2. The Academy reserves the right not to promote a student should the student's attendance fall below 80%.

**E) Make-up lessons**

1. For students who have to miss lessons due to travel, make-up lessons may be arranged. Copies of air travel tickets must be emailed to the Academy. Make-up lessons must be arranged within the same term or in the next term.
2. For students who miss lessons due to other reasons, make-up lessons must be arranged within the same term. Make-up lessons are not allowed to be carried over to the next term or calendar year.
3. For medical conditions involving fractures or any other serious injuries or illnesses, the Academy requires an email copy of the medical certificate. Upon recovery, the Academy requires the doctor's letter to certify the student is well enough to attend class again. The school will do its best to arrange for make-up lessons.
4. Fees for missed lessons will not be refunded and may not be used to offset fees for the next school term.
5. Please e-mail the Academy to book make-up lessons. The Academy will not accept walk-ins for make-up lessons. Students will not be allowed to join a class if no e-mails were received. This is to avoid overbooking of classes. Bookings are based on a first-come-first-served basis.

**F) Conduct**

1. Students are highly encouraged to follow only Cheng Ballet's curriculum to avoid confusion of dance techniques. Students must inform the school if they are concurrently enrolled in another ballet school.
2. Students must compete only under the auspices of Cheng Ballet and not with any other ballet school.
3. Cheng Ballet students must not appear in publicity material for another ballet school.
4. The Academy will not be responsible for the loss of, misplacement of, or damage to students' personal belongings within its premises. Students are advised to bring their belongings into the class.
5. We will not accept students who are more than 15 minutes late for class as the student will not be able to benefit from the full class programme.
6. All students are expected to be in the Cheng Ballet uniform for their classes. All students must bun their hair without any colourful accessories. Students are encouraged to learn to bun their own hair.

#### G) Others

1. Goods purchased are non-refundable and non-exchangeable.
2. While teachers will do their best to teach in a professional manner, the Academy cannot be held responsible for any injuries sustained during classes, rehearsals and performances.
3. By signing this registration form, you agree that Cheng Ballet Academy may collect and use your personal data, as provided in this application form, or (if applicable) obtained by Cheng Ballet Academy during the period the student is registered with the Academy, for the following purposes in accordance with the Personal Data Protection Act 2012 and the Cheng Ballet Academy's data protection policy:
  - a. The processing of this registration application;
  - b. The administration of your membership with our Academy;
  - c. The consumption of our services rendered to you.
4. All photos and videos taken by Cheng Ballet Academy remain the property of the Academy and may be used for publicity and marketing purposes.

\*We reserve the right to amend our terms and conditions at our discretion from time to time. (Updated June 2018)

#### Terms & Conditions for Ballet 1 onwards

##### A) Registration and Term fees

1. A registration fee will be charged upon enrolment. Students must sign up for a minimum of twice a week. This is to ensure they can cope with the curriculum and training requirements.
2. Term fees are calculated bimonthly in this order: Term 1 (Jan & Feb), Term 2 (Mar & Apr), etc. There are 6 terms in 1 year. Term fees are based on the total number of lessons scheduled for the 2 months (Please note that some months are longer than others and may have more lessons scheduled). Fees are collected before each term commences. This is to help ascertain if there are enough students to start a class.
3. If fees are not paid by the 10th day from the start of a term, a surcharge will be levied.
4. All fees, including performance fees, paid are non-refundable and non-transferable.
5. Term fees will not be pro-rated for existing students. Fees will be pro-rated only for new students signing up for the first time.
6. Once term fees are paid, a student may not change the class schedule during that term. The student may book make-up lessons during the same term if the change is necessary. Fees for unused lessons will not be refunded nor used to offset fees for the next term. But if fees are not paid yet, a request for a change in the class schedule will be accepted on a first-come-first-paid basis and subject to class availability.

##### B) Deposit

1. A one-time deposit is required upon registration for Ballet 1 onwards. This deposit is to be paid on top of the registration and term fees. For existing students promoted from Pre-Ballet 1 to Ballet 1, the Academy requires a top up of fee from their existing deposit.
2. The deposit will be refunded if certain conditions are met (Please see Section C, Clause 1 and 2). The student must also have paid up all the required fees.
3. If a student withdraws with less than 30 days' notice (refer to Section C), the deposit will be forfeited.
4. A student who is absent for more than 4 consecutive lessons in a term without notification to the Academy and who has not paid the term fees, will be deemed as having withdrawn from the Academy and the deposit will be forfeited.

##### C) Withdrawal

1. At least 1 month's notice must be given to the Academy. Withdrawals must coincide with the end of a term. Students are not allowed to withdraw midway through a term and no pro-rating of term fees is permitted.
2. Parents will need to fill in a form at the counter in person to request a withdrawal. The Academy will not accept requests to withdraw via e-mails, text messages or phone calls.
3. The Academy will issue a cheque to refund a student's deposit. Should the cheque not be encashed by the payee by the expiry date, no new cheques will be issued and the deposit will be forfeited.

##### D) Promotion

1. Attendance in classes, Academy examinations and performances will be taken into consideration in assessing each student for promotion to the next level. Students who are promoted will be notified by email before the end of the current year and will begin the new level in January.
2. The Academy conducts examinations once a year between 1st to 7th November. An examination fee is charged per student. The examination fee is non-negotiable and non-refundable. The Academy reserves the right to determine and amend the rules and regulations of the examination. The examination aims to set the standard for every level from Ballet 1 onwards.
3. The Academy reserves the right not to promote a student should the student's attendance fall below 80%.

##### E) Make-up lessons

1. For students who have to miss lessons due to travel, copies of air travel tickets must be emailed to the Academy. In such cases, make-up lessons must be arranged within the same term or in the next term.
2. For students who miss lessons due to other reasons, make-up lessons must be arranged within the same term. Make-up lessons are not allowed to be carried over to the next term or calendar year.
3. For medical conditions involving fractures or any other serious injuries or illnesses, the Academy requires an email copy of the medical certificate. Upon recovery, the Academy needs a doctor's letter to certify the student is well enough to resume classes. The school will do its best to arrange for make-up lessons.
4. Fees for missed lessons will not be refunded and may not be used to offset fees for the next school term.
5. Please e-mail the Academy to book make-up lessons. The Academy will not accept walk-ins for make-up lessons. Students will not be allowed to join a class if no e-mails were received. This is to avoid overbooking of classes. Bookings are based on a first-come-first-served basis.

##### F) Conduct

1. Students are highly encouraged to follow only Cheng Ballet's curriculum to avoid confusion of dance techniques. Students must inform the school if they are concurrently enrolled in another ballet school.
2. Students must compete only under the auspices of Cheng Ballet and not with any other ballet school.
3. Cheng Ballet students must not appear in publicity material for another ballet school.
4. The Academy will not be responsible for the loss of, misplacement of, or damage to students' personal belongings within its premises. Students are advised to bring their belongings into the class.
5. We will not accept students who are more than 15 minutes late for class as the student will not be able to benefit from the full class programme.
6. All students are expected to be in the Cheng Ballet uniform for their classes. All students must bun their hair without any colourful accessories. Students are encouraged to learn to bun their own hair.

##### G) Others

1. Goods purchased are non-refundable and non-exchangeable.
2. While teachers will do their best to teach in a professional manner, the Academy cannot be held responsible for any injuries sustained during classes, rehearsals and performances.
3. By signing this registration form, you agree that Cheng Ballet Academy may collect and use your personal data, as provided in this application form, or (if applicable) obtained by Cheng Ballet Academy during the period the student is registered with Cheng Ballet Academy, for the following purposes in accordance with the Personal Data Protection Act 2012 and the Cheng Ballet Academy's data protection policy:
  - a. The processing of this registration application;
  - b. The administration of your membership with our Academy;
  - c. The consumption of our services rendered to you.
4. All photos and videos taken by Cheng Ballet Academy remain the property of the Academy and may be used for publicity and marketing purposes.

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\*\*\*Date of Issue: 2018