

**TERM 2 SCHEDULE 2020**

Terms and Conditions Apply

In compliance with the Singapore government's enhanced measures to minimise the further spread of Covid-19, Cheng Ballet Academy will be suspending all baby, junior & youth level classes till 30th April 2020 (inclusive).

This will take effect on 27th March 2020.

Lessons from 27th March to 30th April 2020 will be credited to affected students. For those lessons missed before 27th March, please email or call us to arrange for make-up lessons.

And as advised after consultation with the Ministry of Education (MOE), Adult Level Open Classes will still continue as scheduled, subject to distancing measures and subject to the limit of attendees allowed in class. Please ensure that you are in good health and do your health declarations with us before entering the studio.

We thank you for your understanding.

	TIME	WEEKS								
		1	2	3	4	5	6	7	8	9
<b>Monday</b>										
Baby Ballet B	1530 - 1615	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
Pre Ballet	1600 - 1700	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
Baby Ballet A	1615 - 1700	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
Pre Ballet 1	1645 - 1745	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
Pre Ballet	1700 - 1800	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
Ballet 2	1700 - 1830	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
Ballet 1	1745 - 1915	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
Ballet 3	1830 - 2030	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
Ballet 4	1830 - 2030	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
Open Contemporary	1900 - 2030	2-March	9-March	16-March	23-March	30-March	6-April	13-April	20-April	27-April
<b>Tuesday</b>										
		1	2	3	4	5	6	7	8	9
Open Foundation & Floor Barre	1000 - 1130	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Open Pointe	1000 - 1100	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Open Elementary	1100 - 1230	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Stretch Class	1230 - 1330	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Baby Ballet B	1530 - 1615	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Baby Ballet A	1615 - 1700	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Pre Ballet	1615 - 1715	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Ballet 2	1645 - 1815	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Ballet 1	1645 - 1815	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Pre Ballet	1700 - 1800	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Pre Ballet 1	1715 - 1815	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Ballet 3	1815 - 2015	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Ballet 5	1815 - 2015	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Ballet 6	1815 - 2015	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Open Pointe	1915 - 2015	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
Open Elementary	2015 - 2145	3-March	10-March	17-March	24-March	31-March	7-April	14-April	21-April	28-April
<b>Wednesday</b>										
		1	2	3	4	5	6	7	8	9
Baby Ballet B	1530 - 1615	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April
Pre Ballet 1	1530 - 1630	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April
Baby Ballet A	1615 - 1700	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April
Ballet 1	1630 - 1800	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April
Pre Ballet	1700 - 1800	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April
Ballet 2	1800 - 1930	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April
Ballet 3	1700 - 1900	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April
Ballet 4	1700 - 1900	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April
Open Elementary	1900 - 2030	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April
Youth Contemporary	1900 - 2030	4-March	11-March	18-March	25-March	1-April	8-April	15-April	22-April	29-April

Thursday		1	2	3	4	5	6	7	8	9
Open Foundation	1000 - 1100	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Open Elementary	1100 - 1230	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Baby Ballet B	1530 - 1615	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Pre Ballet	1600 - 1700	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Ballet 5	1600 - 1800	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Baby Ballet A	1615 - 1700	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Ballet 1	1630 - 1800	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Pre Ballet 1	1700 - 1800	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Pre Ballet	1700 - 1800	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Ballet 2	1800 - 1930	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Youth Comtemporary	1800 - 1930	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Ballet 7	1800 - 2000	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Ballet 6	1800 - 2000	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Open Foundation & Floor Barre	1930 - 2100	5-March	12-March	19-March	26-March	2-April	9-April	16-April	23-April	30-April
Friday		1	2	3	4	5	6	7	8	
Open Foundation & Floor Barre	1000 - 1130	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Open Elementary	1000 - 1130	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Pre Ballet 1	1545 - 1645	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Ballet 2	1600 - 1730	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Baby Ballet A	1615 - 1700	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Ballet 1	1645 - 1815	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Pre Ballet	1700 - 1800	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Ballet 7	1700 - 1900	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Ballet 3	1730 - 1930	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Ballet 4	1800 - 2000	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Ballet 2	1815 - 1945	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
Ballet 5	1900 - 2100	6-March	13-March	20-March	27-March	3-April		17-April	24-April	
							GOOD FRIDAY PUBLIC HOLIDAY			
Saturday		1	2	3	4	5	6	7	8	
Baby Ballet B	0900 - 0945	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Open Elementary	0900 - 1030	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Pre Ballet 1	0915 - 1015	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Pre Ballet	0930 - 1030	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Baby Ballet A	0945 - 1030	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Pre Ballet	1030 - 1130	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Pre Ballet 1	1030 - 1130	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Ballet 1	1030 - 1200	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Open Intermediate	1030 - 1200	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Baby Ballet B	1130 - 1215	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Ballet 1	1200 - 1330	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Ballet 2	1200 - 1330	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Ballet 5	1200 - 1400	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Baby Ballet A	1215 - 1300	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Pre Ballet	1300 - 1400	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Ballet 1	1330 - 1500	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Ballet 4	1330 - 1530	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Baby Ballet B	1400 - 1445	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Ballet 6 & 7	1400 - 1600	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Baby Ballet A	1445 - 1530	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Ballet 3	1530 - 1730	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Pre Ballet	1530 - 1630	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	
Baby Ballet A	1630 - 1715	7-March	14-March	21-March	28-March	4-April	11-April	18-April	25-April	

Sunday		1	2	3	4	5	6	7	8	9
Ballet 2	1000 - 1130	1-March	8-March	15-March	22-March	29-March	5-April	12-April	19-April	26-April
Ballet 1	1015 - 1145	1-March	8-March	15-March	22-March	29-March	3:30PM	12-April	19-April	26-April
Baby Ballet B	1100 - 1145	1-March	8-March	15-March	22-March	29-March	5-April	12-April	19-April	26-April
Ballet 4	1130 - 1330	1-March	8-March	15-March	22-March	29-March	-	12-April	19-April	26-April
Pre Ballet 1	1145 - 1245	1-March	8-March	15-March	22-March	29-March	5-April	12-April	19-April	26-April
Baby Ballet A	1145 - 1230	1-March	8-March	15-March	22-March	29-March	5-April	12-April	19-April	26-April
Pre Ballet	1230 - 1330	1-March	8-March	15-March	22-March	29-March	10AM	12-April	19-April	26-April
Ballet 5	1330 - 1530	1-March	8-March	15-March	22-March	29-March	-	12-April	19-April	26-April
Ballet 6 & 7	1330 - 1530	1-March	8-March	15-March	22-March	29-March	-	12-April	19-April	26-April
Ballet 3	1330 - 1530	1-March	8-March	15-March	22-March	29-March	5-April	12-April	19-April	26-April
Pre Ballet 1	1345 - 1445	1-March	8-March	15-March	22-March	29-March	5-April	12-April	19-April	26-April
Ballet 1	1530 - 1700	1-March	8-March	15-March	22-March	29-March	5-April	12-April	19-April	26-April

By registering with The Academy, you acknowledge that you have completely read and fully understand the terms and conditions outlined. The Academy reserves the right to change these terms and conditions at any time without prior notice. In the event that any changes are made, the revised terms and conditions shall be sent to you.

#### 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.

\*We reserve the right to amend our terms and conditions at our discretion from time to time.

(Updated June 2018)