

**TERM 6 SCHEDULE 2018**

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 6th to 10th December (inclusive) for our year-end performance & 17th to 31st December for the Academy Break.**

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								
		1	2	3	4	5	6	7	8	9
<b>Monday</b>										
Baby Ballet B	1530 - 1615	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec			
Baby Ballet A	1615 - 1700	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec			
Pre Ballet 1	1645 - 1745	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec				
Pre Ballet	1700 - 1800	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec				
Ballet 2	1700 - 1830	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec				
Ballet 1	1745 - 1900	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	BREAK	ACADEMY BREAK	ACADEMY BREAK	ACADEMY BREAK
Ballet 3	1830 - 2000	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec				
Ballet 6	1830 - 2000	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec				
Open Contemporary	1900 - 2030	-	12-Nov	19-Nov	26-Nov	3-Dec				
<b>Tuesday</b>										
Open Foundation & Floor Barre	1000 - 1130		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Open Pointe	1000 - 1100		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Open Elementary	1100 - 1230		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Stretch Class	1230 - 1330		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Baby Ballet B	1530 - 1615		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Baby Ballet A	1615 - 1700		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Pre Ballet	1615 - 1715		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Ballet 2	1645 - 1815	PUBLIC HOLIDAY	13-Nov	20-Nov	27-Nov	4-Dec	11-Dec	ACADEMY BREAK	ACADEMY BREAK	ACADEMY BREAK
Pre Ballet	1700 - 1800		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Pre Ballet 1 (FULL)	1715 - 1815		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Ballet 4	1815 - 1945		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Ballet 1	1815 - 1930		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Ballet 5	1815 - 1945		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Open Pointe	1915 - 2015		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
Open Elementary	2015 - 2145		13-Nov	20-Nov	27-Nov	4-Dec	11-Dec			
<b>Wednesday</b>										
Baby Ballet B	1530 - 1615	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec			
Pre Ballet 1	1530 - 1630	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec			
Baby Ballet A	1615 - 1700	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec			
Ballet 1 (FULL)	1630 - 1745	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec			
Pre Ballet	1700 - 1800	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	ACADEMY BREAK	ACADEMY BREAK	ACADEMY BREAK
Ballet 2	1800 - 1930	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec			
Ballet 3	1800 - 1930	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec			
Open Elementary	1900 - 2030	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec			
Dance Conditioning	1930 - 2030	7-Nov	14-Nov	21-Nov	28-Nov	-	-			
Youth Contemporary	1930 - 2100	-	14-Nov	21-Nov	28-Nov	-	-			

Thursday		1	2	3	4	5	6	7	8		
Open Foundation	1000 - 1100	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	6-Dec	13-Dec			
Open Elementary	1100 - 1230	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	6-Dec	13-Dec			
Baby Ballet B	1530 - 1615	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	6-Dec	13-Dec			
Baby Ballet A	1615 - 1700	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	6-Dec	13-Dec			
Ballet 1	1630 - 1745	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov		13-Dec			
Ballet 3	1700 - 1830	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov		13-Dec			
Pre Ballet	1700 - 1800	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov		13-Dec	ACADEMY BREAK	ACADEMY BREAK	
Pre Ballet 1	1700 - 1800	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov		13-Dec			
Ballet 1	1800 - 1915	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	REHEARSALS	13-Dec			
Ballet 5	1800 - 1930	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov		13-Dec			
Ballet 4	1830 - 2000	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov		13-Dec			
Ballet 6	1930 - 2100	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov		13-Dec			
Open Foundation & Floor Barre	1930 - 2100	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov		13-Dec			

Friday		1	2	3	4	5	6	7	8		
Open Foundation & Floor Barre	1000 - 1130	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov	7-Dec	14-Dec			
Open Pointe Repertoire	1000 - 1130	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov	7-Dec	14-Dec			
Baby Ballet B	1530 - 1615										
Pre Ballet 1	1545 - 1645	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov	7-Dec	14-Dec			
Baby Ballet A	1615 - 1700	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov	7-Dec	14-Dec			
Ballet 1 (FULL)	1645 - 1800	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov		14-Dec	ACADEMY BREAK	ACADEMY BREAK	
Pre Ballet	1700 - 1800	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov		14-Dec			
Ballet 1	1800 - 1915	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov	REHEARSAL	14-Dec			
Ballet 2	1800 - 1930	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov		14-Dec			
Ballet 3	1800 - 1930	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov		14-Dec			
Ballet 4	1930 - 2100	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov		14-Dec			
Junior Youth Contemporary	1930 - 2100	2-Nov	-	16-Nov	23-Nov	30-Nov	7-Dec	-			

Saturday		1	2	3	4	5	6	7	8	9	
Baby Ballet B	0900 - 0945	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Open Foundation	0900 - 1000	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		-			
Pre Ballet 1	0915 - 1015	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Pre Ballet (FULL)	0930 - 1030	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Baby Ballet A (FULL)	0945 - 1030	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Open Elementary	1000 - 1130	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Ballet 1	1015 - 1130	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Pre Ballet	1030 - 1130	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Pre Ballet 1	1030 - 1130	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Open Intermediate	1130 - 1300	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Ballet 1	1130 - 1245	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Baby Ballet B	1130 - 1215	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Ballet 2	1130 - 1300	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec	SWAN LAKE	15-Dec	ACADEMY BREAK	ACADEMY BREAK	
Baby Ballet A (FULL)	1215 - 1300	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Pre Ballet 1	1245 - 1345	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Open Repertoire Pointe	1300 - 1400	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Ballet 4 Repertoire	1300 - 1430	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Pre Ballet	1300 - 1400	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Ballet 1	1345 - 1500	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Baby Ballet B	1400 - 1445	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Ballet 3	1400 - 1530	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Baby Ballet A	1445 - 1530	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Ballet 1	1530 - 1645	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Pre Ballet	1530 - 1630	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			
Ballet 5 & 6	1430 - 1600	3-Nov	3.30PM	17-Nov	24-Nov	1-Dec		15-Dec			
Baby Ballet A	1630 - 1715	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec		15-Dec			

Sunday		1	2	3	4	5	6	7	8	9
Ballet 2	1000 - 1130	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec		16-Dec		
Ballet 1 (FULL)	1015 - 1130	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec		16-Dec		
Baby Ballet B	1100 - 1145	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec		16-Dec		
Pre Ballet 1	1130 - 1230	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec		16-Dec		
Ballet 3	1130 - 1300	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec		16-Dec		
Baby Ballet A (FULL)	1145 - 1230	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec	SWAN LAKE	16-Dec	ACADEMY BREAK	ACADEMY BREAK
Pre Ballet	1230 - 1330	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec		16-Dec		
Ballet 4	1300 - 1430	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec		16-Dec		
Ballet 5	1300 - 1430	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec		16-Dec		
Pre Ballet 1	1345 - 1445	4-Nov	-	-	-	-		16-Dec		
Ballet 1	1445 - 1600	4-Nov	-	-	-	-		16-Dec		
Boys Class	1600 - 1700	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec		16-Dec		

#### 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)