VCA SCHOOL OF PERFORMING ARTS
SHORT COURSE ENROLMENT TERMS AND CONDITIONS

Cancellation and Refund Policy
Please select your courses carefully. VCA cannot refund course fees unless we cancel the course. You will be kept up to date and notified of this a minimum of three days prior to the scheduled start date.

- VCA reserves the right to make amendments to its programs and to cancel a course.
- VCA reserves the right to merge published age groups and structure classes as required.
- VCA reserves the right to refuse any enrolment as permitted by law or to request a participant to leave a course if they are disruptive, consistently late or have not paid their fees.
- Participants (or their parents/guardians) acknowledge that VCA activities are physical in nature and may involve the risk of accidents occurring.
- VCA provides supervision of young people during course hours only.

Participant Cancellation
If participants cancel, regrettably no refunds are possible. If notified of cancellation up to one week prior to the start date of the course, transfers or credits may be requested (in writing) in cases of extenuating circumstances. If granted, credits can only be used on another Performing Arts short course and is to be used within 12 months.

Once a course has commenced no refund or credit note is possible. It is not possible to swap to a class at a different time.

If you miss a class, a credit or refund is not possible, nor is attending a replacement class.

Related Information
Dates: Dates are subject to change; notification will be given in advance.

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

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.
School of Performing Arts Responsibilities
• The School of Performing Arts reserves the right to make amendments to its programs.
• As far as practicable, to deliver classes according to the course outline.
• 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 provide an environment that is free from sexual harassment and discrimination.
• 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.
• 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.
• Work may at times require close physical and emotional proximity via role–playing, therefore students must 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.
• 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.