

Enrolment Policy

To enrol at the Morton Academy a parent / guardian and student must read and agree to our policies and procedures available on our website www.mortonacademy.com.au/academy-information and via the online Parent Portal. A **Registration Form & Waiver of Liability** must be completed online via the Parent Portal or in person before commencing classes.

Enrolments are accepted online ONLY via our Parent Portal. https://dancestudio-pro.com/online/index.php?account_id=13070

Students should be enrolled into suitable classes according to their age and experience, this is based off the recommendations given by the Academy Principal.

****Note:** The 2019 Enrolment Age Guide is a guide for your child ONLY - You will be notified via email what class and levels are appropriate for your child. The Principals discretion is final.

All class placements are solely at the discretion of the Teacher and/or Studio Director of the Morton Academy.

Participation in a class is not available until a registration online has been completed, received, and processed by our administration staff.

Where a class has reached maximum capacity of 10, students will be placed on the waiting list.

Where possible the Morton Academy will create a 2nd class to suit customer demand.

If a class does not reach its minimum of 5 students, this class will be cancelled and students will be enrolled in to another suitable class.

Enrolment is for an entire year rolling over each term. There is no need to re enrol each term.

Cancellation must be made in writing to dance@mortonacademy.com.au within 30 days and completing a **Membership Cancellation Form**.

It is the responsibility of the parent / guardian to keep enrolment information up to date online via the Parent Portal. This includes your email address, mobile phone numbers and emergency contacts.

