

BELLY DANCE ACADEMY OF ADELAIDE

240 FRANKLIN ST, ADELAIDE SA 5000

DIRECTOR: NAYIMA HASSAN

DEFERRAL POLICY

PLEASE READ CAREFULLY ~ REVISED AUGUST 2020

BELLY DANCE ACADEMY OF ADELAIDE IS REFERRED TO HEREIN AS 'BDA'
ENROLLED STUDENT IS REFERRED TO HEREIN AS 'YOU'

1. **A full term deferral** is only available on NON discounted enrolment structures if you contact BDA within fourteen (14) days after term commencement (by Monday week 3) given that NO classes have been attended.
2. **Beginners discounted fees** and group buying deals are NOT deferrable.
3. **Super Early Bird fees** are only deferrable when all other items in this policy are in compliance (refer to item 1 as a start guide). **An additional \$10 fee** is applied to original **Super Early Bird fee** enabling **Regular Early Bird fee** to be reached. Item 4 is also applied (\$25 administration fee).
4. **\$25 administration fee per student** is charged on all deferrals and is payable to BDA within seven (7) days of form issue as indicated by due date below.
5. **Variations** to the full term deferral conditions in item #1 are only considered with a maximum of 2 classes having been attended by week 2 of term and no classes having been attended thereafter. Deferral request to BDA must be made within fourteen (14) days of term commencement. In this instance any attended classes will be charged back at the casual rate of \$20 per class. Remaining financial balance will be held in 'deferral credit' to the following term. Outstanding balance to the **non promotional value** of a full term of 10 classes is then required. This outstanding balance to include \$25 administration fee per student is payable to BDA within seven (7) days of form issue as indicated by due date on OFFICIAL DEFERRAL FORM that will be supplied **upon request**.
6. Deferral may be carried over one time only i.e. not repeatedly.
7. Deferral may be carried over to the subsequent (next) BDA term only.
8. Reason for deferral (lack of time, illness etc) to be communicated to BDA.
9. You are required to state the level, day and time that you wish your deferral to be carried over to. If different from original enrolment you must notify BDA seven (7) days prior to term commencement.
10. It is your responsibility to attend the new class commencement time/s as indicated on your Official Deferral Form. No further notices will be issued. Reminder phone calls are not made.
11. You are not required to complete another enrolment form for the purpose of fulfilling your deferral. Your original enrolment form will be automatically carried over to the new term upon receiving your returned signed form with applicable fees.
12. **Non Early Bird fee** or variations in fee pricing structure will not be credited back. If the value is greater, the balance required is then payable to BDA.
13. **Half term fees** are deferrable if you contact BDA within seven (14) days of term commencement date (by Monday week 3) given that no classes have been attended.

ESSENTIAL REQUEST: AN OFFICIAL DEFERRAL FORM WILL BE ISSUED UPON REQUEST FOR YOUR COMPLETION AS THIS VERSION IS SIMPLY A POLICY FOR YOUR INFORMATION AND CONSIDERATION

NOTE: YOUR DEFERRAL WILL NOT BE GRANTED UNTIL ACADEMY OFFICE RECEIVES THE OFFICIAL DEFERRAL FORM COMPLETED, SIGNED AND RETURNED BY DUE DATE TOGETHER WITH ANY OUTSTANDING BALANCE AS CALCULATED AND RECORDED BY BDA.

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