



## KADENCE BALLET ACADEMY

### Terms and Conditions

#### 1. Registration, fees and refunds

- **Registration fee:** No registration fees for first time students; should a student withdraw and re-join the academy an \$100 non-refundable administration fee will apply.
- One invoice will be raised upon registration which will include:
  - Refundable deposit; this applies for Kadence Scholar Programme and Kadence Soloists Programme students only, subject to the terms & conditions; RAD and Adult students do NOT need to pay deposit;
  - Term fee for the classes;
  - **Required class leotard(s) and skirt.**
- **Refund Policy**
  - Non-Transferable & Non-Refundable Payments: All payments made are **non-transferable and non-refundable**, except for the SP programme deposit, which is subject to specific terms and conditions.
  - Students must complete their registration and **pay all fees in full** before they begin attending classes.
  - Missed Classes: **No refunds** will be provided for any **missed classes**, regardless of the reason.
  - Withdrawal Before Term Ends: If a student withdraws before the term is over, **no refunds** will be issued, and any remaining lessons will be forfeited.

#### 2. Pro-Rating of Fees Policy

At Kadence Ballet Academy, we do NOT offer pro-rated fees except in the following two scenarios:

- 1. New Students Joining Mid-Term**
  - Students enrolling for the first time during the middle of a term will have their fees pro-rated accordingly.
- 2. International Students with Extended Travel Needs**
  - This applies **only to non-scholar students** who hold an **overseas passport** and need to visit their home country for an extended period.
  - Eligible students are those **registered under the RAD or Soloist Programme** (fees paid per course).
  - This **does not apply** to students in the **Scholar Programme**, where fees are paid on a monthly basis at a capped amount.



- In such cases of international students, we offer a pro-rated fee adjustment for up to two weeks. The total number of classes covered will be calculated as:  
*Number of classes the student attends per week × 2 weeks.*

### **3. Make-Up Policy**

#### **1. Make-Up Class Entitlement**

- Each student is entitled to **4 make-up classes per enrolment per term**.
- For example:
  - *A student enrolled in 1x RAD class per term will receive 4 make-up classes.*
  - *A student enrolled in 2x RAD classes per term will receive 8 make-up classes.*

#### **2. Make-Up Class Options**

- Make-up class choices include, but are not limited to:
  - Lower or higher-level RAD classes (*subject to teacher approval*).
  - SP Level 1 Foundation Class (*subject to teacher approval*).
  - Pre-Pointe or Pointe Class or SP Turn technique class (*subject to teacher approval*).
  - Contemporary Dance / Conditioning / Adult Class (*available for students aged 12+ with teacher approval*).

#### **3. Importance of Conditioning**

- We strongly **emphasize the importance of conditioning as part of a dancer's development**. While many parents prioritize ballet classes for make-ups, our academy firmly believes that conditioning is just as vital as ballet.
- Conditioning significantly improves dance technique and helps young dancers, especially **teenagers experiencing growth spurts**.

#### **4. Make-Up Class Scheduling**

- Kadence Ballet Academy will arrange make-up classes among all suitable lessons offered by the academy.
- Make-up classes must **be completed within the current term or the following term**. They cannot be carried forward beyond this period, except for PSLE-year students, who are granted additional flexibility.

#### **5. Make-Up Class Policies**

- No changes are allowed once a make-up lesson is confirmed.
- Missed make-up classes will be forfeited if a student does not attend.
- **Parents must take the initiative to contact our admin team** to arrange make-up classes.

This policy ensures fairness while providing students with opportunities to maintain their training effectively.



## 4. Royal Academy of Dance (RAD) Students & Exam Policy

### 1. Eligibility & School Discretion

- Kadence Ballet Academy reserves the sole discretion to determine whether a student is ready to take the RAD exam.

### 2. Class Requirements for Exam Students

- Students wishing to take the RAD exam must meet the following class attendance requirements:
  - Grade 3 and above: *A minimum of 2x weekly classes throughout the syllabus.*
  - Grade 2 and below: *A minimum of 2x weekly classes for at least 6 months before the exam date.*

### 3. Exam Fees & Associated Costs

All students taking the Royal Academy of Dance (RAD) exam must pay the following fees:

#### 1). **Mandatory Exam Fees**

- RAD Exam Fee (*set annually by the Royal Academy of Dance*).
- Kadence Ballet Academy Admin & Registration Paperwork Fee: SGD \$30.

#### 2). **Additional Fees (If Applicable)**

##### ○ **RAD Gear Fee:**

Some students may be required to purchase specific exam attire, which may include:

- Grade 3 Flower Headpiece
- Character Dress and shoes (Grades 1 to 5)
- Waist Belts and Head Ribbons (All Grades)
- New Ballet Tights or Soft Shoes (if existing ones are worn out or torn before the exam). We recommend **BLOCH convertible tights** and **BLOCH 284L/284G** for soft shoes.
- On exam day, students have the option to have their hair neatly bunned and light makeup applied by us for an administrative fee of \$20. For hygiene purposes, students must bring their own makeup products and tools.

##### ○ **RAD Intensive & Mock Exam Fee:**

- RAD Exam Intensive + Mock Exam Session will be conducted 1-2 months before the exam, consisting of:
  - 2x Intensive Classes (*1 hour each*).
  - 1x Mock Exam (*1 hour*).
- Intensive classes are highly recommended, and the mock exam is **mandatory** for all candidates.
- Fee: SGD \$50 per session (total SGD \$150 for 3 sessions).
- Mock exams will be conducted in a combined-class studio setting.



- **Missed Mock Exam:**
    - If a student cannot attend the scheduled mock group coaching, they must book a 1-hour private coaching session to go through the mock exam procedure.
  - **Official RAD App (if required):**
    - Selective students may be required to download the official RAD App to review exercises at home for additional exam preparation.
  - **Private Coaching (if required):**
    - Ad-hoc private lessons may be recommended for students who require additional individualized exam preparation.
4. **Refund Policy**
- No refunds will be issued for the RAD Exam Fee or Administrative Fee if a student decides not to take the RAD exam after registration.
5. **Use of Exam Results**
- Kadence Ballet Academy reserves the right to use RAD exam results for marketing purposes, including disclosing exam scores.

This policy ensures that students receive the best possible preparation while maintaining high standards for exam participation.

#### **4. Private coaching fee and policy**

1. **Private Coaching Fees:** Solo Private Lesson: SGD \$160 per hour; Duo Private Lesson: SGD \$90 per student per hour; Trio Private Lesson: SGD \$80 per student per hour.
2. **Cancellation Policy**
  - **24-Hour Cancellation Rule**
    - Private coaching sessions must be cancelled at least 24 hours in advance to avoid forfeiture.
    - If a student falls sick within 24 hours, a medical certificate (MC) or doctor's note is required for rescheduling.
  - **Duo/Trio Class Adjustments**
    - If a student in a duo session is unable to attend, the remaining student must top up the fee to convert the session into a solo private lesson.
    - The same applies for trio sessions, where the absent student's portion must be covered to adjust the rate accordingly.



## **5. Class Etiquettes**

- Dressing code: ballet tights (pink) and ballet shoes; panties that are not visible from outside of the leotard; hair must be neatly in a bun for all classes. We recommend **BLOCH convertible tights** and **BLOCH 284L/284G** for soft shoes.
- Punctuality: Be punctual for class; no extension / rescheduling for late comers.
- No food or drink (except for water) is allowed in the studios; please keep the studio clean at all times.
- No mobile phones or other electronic devices are allowed in the studios during classes.
- Students are expected to be attentive during classes; Kadence Ballet Academy reserves the right to remove anyone who is disruptive or abusive to our staff, teaching faculty and/or classmates during classes with immediate effects.
- Parents or caretakes for young students must be on time to pick up your child immediately upon class dismissal; Kadence Ballet Academy's responsibility for minor students begins only when the child is delivered to the class room when a teacher is present in the room till the dismissal of the class.

## **6. Others**

- Kadence Ballet Academy reserves the right to change instructor of a class when necessary; in the event an instructor is changed and class goes on, no refund will be given.
- If a class is cancelled due to the sickness of the teacher, a health epidemic or any other seen or unforeseen event, the Academy will endeavour to reschedule the class. This may be on a different day or a different time or both from when the class was originally scheduled and might involve an extension to the term time dates. No refunds will be given in this case. In the case we are not able to arrange an reschedule of the class, a refund will be given back to the students.
- Kadence Ballet Academy reserves all rights over photographs and videos taken during our classes and performances. These materials may be used for our advertisements and publications. Please advise if your child/you is not to be included in any photos/videos. No usage of any form such as copying or reproduction of any materials are allowed without our prior written consent.
- Kadence Ballet Academy reserves all rights to update our Terms & Conditions, fees and class schedules without prior notice



## **7. Accident Waiver and Release of Liability**

- Kadence Ballet Academy is not held responsible for injury caused and without limiting the generality of the foregoing damage or injury resulting from or caused by any negligence of instructors or other employees. The parent and student agree that Kadence Ballet Academy, and their directors, teachers, officers, employees, volunteers, representatives, or assigns or any persons authorised by the academy shall not be liable or responsible for any and all liability, including, but not limited to, any accident or personal injury sustained or suffered by themselves during any activity connected to the Kadence Ballet Academy programme.
- Kadence Ballet Academy is not held liable for any losses, claims, damages, costs or expenses in connection with any action or claim brought or made arising during any courses or activities organized by the academy neither within the premise of the academy.
- Physical contact may be necessary to demonstrate exercises or techniques during classes. If you have any concerns regarding this matter, please contact us.