



Centrestage Enrolment Procedure Guide for 2012

The following guide has been enclosed to help you understand how the enrolment procedure will take place for **all** students wishing to do classes at Centrestage in 2012

1. Enrolments

- Each student must fill in the **2012 Enrolment Form** with all necessary information

2. Class Requests

- Tick all the boxes to select the classes that you wish to do at Centrestage in 2012, including private lessons on the **2012 Enrolment Request Form**. If you are a new student please also indicate experience level.
- **Send or hand-deliver BOTH forms NO LATER THAN SATURDAY DECEMBER 17TH at the Centrestage Christmas Party 12pm – 3pm. Enrolments are being processed from then on, so your requests need to be here to ensure a place in the desired classes – especially for privates.**

*NB. No enrolments will be processed without payment of the administration fee of \$30.00. If the fee is not received with the forms, it will be disregarded until payment is made. **This fee contributes to the APRA licence and public liability insurance that we are required to provide. It is a non refundable administration fee and is separate to your 2012 fees.***

3. Student Placement

- By early January 2012, each student should be notified which classes they have been enrolled in for 2012. Some allocation of private lessons will occur at this stage but some will not be allocated until after holiday period.
- With this information you will also receive a **Class Confirmation Form**. This form will need to be sent back to the school and is the final part of the enrolment process.

4. Class Confirmation

- You must now complete the class confirmation form and return it by mail to the school. This is a vital part of the enrolment process as once the form is returned **your place will be secured** in each selected class.
- Confirmation forms will need to be returned to Centrestage by **January 16th 2012** in order for them to be processed before the beginning of **Term 1 on Monday 30th January 2012** and all students can be officially placed into correct classes.

Please be aware of our Summer School 2012 commencing Mon Jan 16th – Fri Jan 20th which is open to all current and new Centrestage students. Bookings are now open.

Centrestage Performing Arts School

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