

RELIEVING TEACHERS AND REFUND POLICY

Policy – OP04/2013

Prepared	Reviewed	Approved	Date
Joanne Allen Treasurer	September 2013	The Committee of Management	8 th October 2013 moved 8 th October 2013 adopted
		To be reviewed:	September 2016
Document Owner: Executive Committee		Review Frequency:	3 years
President's Signature: Sarah Ashcroft			

1. The purpose of this policy is

To establish and clarify the circumstances upon which Relieving Teacher and Refund Policy are formulated, finalized and disseminated.

2. Policy Statement

Introduction:

- In accordance with the Guild's Constitution, the Guild employs suitably experienced and qualified teachers to teach the appropriate dance styles offered to its students.
- It also employs trainees to assist the teaching faculty in delivering the approved syllabus to the students.
- All trainee teachers are senior students of the Guild and have been selected to assist the faculty because of future career interests and their ability to relate to students and impart the skills required by the syllabus.

Teacher Absences:

- On occasions, a class teacher may be absent due to illness, study or for family reasons. In most circumstances, the Guild arranges a relief teacher to take the class.
- In the Guild's opinion, the teaching faculty are all capable of relieving in any dance style.
- In some instances, the relief teacher may be one of the trainee teachers referred to above, and all are capable of relieving in all but senior classical classes.

Re-scheduled Classes:

- On occasions, it may become necessary to re-schedule classes. In the event that a conflict of Classes occurs due to the re-scheduling, a refund of the class fee will be issued so there is no disadvantage to the student.

Refund Policy for all classes except Intermediate Classical Classes and Higher Classical Classes:

- Over the full dance year, there are a number of occasions when additional classes or rehearsals are held to prepare for upcoming events. These could include but are not restricted to the Eisteddfod, Examinations and the Annual Performance.

These classes are held without cost to participating students.

- The Guild considers, therefore, that any classes that may be cancelled during the year are adequately catered for by these additional classes. Accordingly, there will be no credits given to students for classes up to Intermediate Classical that are cancelled for any reason (except as detailed in the following point).
- In special circumstances the Guild will consider a refund for cancelled classes, where the teacher is may be absent due to illness, study or for family reasons. If the Guild is unable to provide a relief teacher and the class is cancelled in excess of two (2) times within the school year, those classes exceeding two (2) cancelled classes shall be credited at the end of the school year.

Refund Policy for Intermediate Classical Classes and Higher Classical Classes:

- The only occasions when there will be refunds for cancelled classes will be for Intermediate and Higher Classical classes.
- The Guild does not intend to provide any relief teaching staff for cancelled classes at these levels unless the relief teacher is one of the approved senior members of the teaching faculty. Accordingly, credits will only be given to students for Intermediate and higher Classical classes that are cancelled when a senior relief teacher is not available (except as detailed in the following point).
- In special circumstances the Guild will consider a refund for cancelled classes, where the teacher is may be absent due to illness, study or for family reasons. If the Guild is unable to provide a relief teacher and the class is cancelled in excess of two (2) times within the school year, those classes exceeding two (2) cancelled classes shall be credited at the end of the school year.
- A Senior Student who is required to be relief teacher for their own class, in absence of the regular teacher, shall be given a credit for the class on each occasion he/she becomes substitute teacher for the class.

Calculation of Refunds:

- The Guild accounts are issued on a term basis and will be the same for each term of the year regardless of the number of dance weeks in the term.
- For the calculation of refunds, the Guild assumes the term has 10 dance weeks and the refund will be issued on that basis (regardless of the number of dance weeks in the term).

Accident and Illness Absences:

- Unfortunately, students are prone to illness and accident. The Guild will refund classes calculated as above for any missed classes over 4 weeks per term due to accident or illness, on the production of a medical certificate. Where a student has a long term medical condition preventing regular class attendance, a single certificate may be produced stating that the student has an ongoing medical condition. In these special circumstances, the Guild will charge for only those classes attended.

Holiday and Student Exchange Absences:

- Where students are attending holidays and student exchange where the time exceeds 5 weeks in any one term, the Guild will refund classes not attended for that term, upon presentation of evidence.
- Parents and students are required to notify the teacher of such absences and should be aware that any such absences during term 3 or term 4 may result in the student not being able to participate in the annual performance as it is very difficult to choreograph a dance when students are missing.

Extra Curricular activities:

- Where a student wishes to attend another activity within the timetabled class time. Students and/or parents have the option to withdraw from the class for the term whilst the additional activity is being undertaken. The Guild will endeavour to maintain a class placement for the following term, although it cannot be guaranteed.
There will be no refund given to Term Fees, if the student misses classes to attend another activity.

Examination Fees and/or Workshop Fee Refunds:

- The Guild pre-pays the fee required to the appropriate Dance Body on behalf of the student/parent/guardian upon receipt of the permission slip.
- Where a student is unable attend either an enrolled examination/assessment/workshop through illness or injury, a Medical Certificate is required to be given to the Guild. The Medical Certificate will in turn be forwarded to the appropriate Dance Body to obtain a refund. When the Guild receives the refund the student's fee account will be credited.

3. Principles

- Verify teacher absences and organise replacement teacher if available and/or cancel the class.
- Verify and monitor number of classes that are cancelled.
- Liase and confirm with student/parent/guardian Medical Certificates required for accident/illness or long term medical condition.
- Verify and liase with student/parent/guardian in relation to holiday and student exchange absences.

4. Who is responsible for implementing this policy?

- The teacher shall advise the nominated committee member as soon as practical if unable to teach any class/es.
- The nominated committee member shall in turn endeavour to organise a replacement teacher and/or cancel the class/es.
- The nominated committee member shall notify Class representatives, Treasurer and Administration Officer of the change.
- The Treasurer and Administration Officer shall verify produced Medical Certificates to calculate the required fees and/or refund.
- The Treasurer and Administration Officer shall verify Holiday and Student Exchange absences to calculate the required fees and/or refund.
- Calculation and/or adjustment of Fees is the responsibility of the nominated committee member and the Administration Officer;
- Preparation Invoices ad/or Credit Notes will be in line with the above principles will be the responsibility of the Treasurer;
- Delivery of the invoices and/or credit notes generated to nominated postal address of the member will be the responsibility of the Administration Officer.

5. Definitions

Fees Means the business papers prepared for an Official Mildura Ballet & Dance Guild Committee Meeting.

The Guild

The Committee of Management of The Guild.

Members

Students, Parents and Carers, Staff of The Guild

6. Legislation and other references

6.1 Legislation

- Associations Incorporations Act 1981

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Relieving Teachers and Refund Policy Report

6.3 Risk Assessment

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	✓
Committees	✓	Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	✓
Management & Operations	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓

REVISION CONTROL

REV	DATE	REVISION DESCRIPTION	ORIG	Committee for Review	Adopted
DRAFT	01/0/2010	Draft for review	JHA	3/09/2010	9/11/2010
Rev 1	9/11/2010	Implementation of OP04-2010	JHA		
Rev 2	3/09/2013	Revision of OP04-2010	JHA	30/09/13	08/10/13
Rev 3	08/10/13	Implementation of OP04-2013	JHA		
Rev 4					
Rev 5					
Rev 6					
Rev 7					
Rev 8					
Rev 9					

