



# TCDA Payment Policy

**Version 1**  
**1 March 2026**

**TCDA Pty Ltd**  
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**Signed:**

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## 1. INTRODUCTION

### 1.1 Purpose

This policy sets out the fees, payment terms and enrolment obligations that apply to all students and families at Tamworth City Dance Academy (TCDA). By enrolling at TCDA you agree to this policy in full.

## 2. Annual Registration Fee

An annual registration fee of \$35.00 per student applies and is payable at the time of registration before any classes may be attended, including Come & Try sessions.

The registration fee is non-refundable and is charged once per student per calendar year. TCDA may set a maximum per-family registration cap at its discretion.

## 3. Tuition Fees

Tuition fees are calculated on a per-session basis, multiplied by the number of class occurrences in the term, adjusted for public holidays and TCDA closure dates. Fees vary by class type and duration.

### Current per-session rates

Class Type	Per Session
30 minutes	\$19.00
45 minutes	\$23.00
60 minutes (standard)	\$26.00
Aerial	\$31.00
Aerial Advanced Training add-on	\$12.00
Troupes	\$12.00
Casual adult	\$30.00

Multi-class discount: 5% off each class from the third class onwards per student. This discount excludes Troupe classes, Private Lessons and Casual Classes.

## 4. Trial Lessons

Trial lessons are available at the commencement of Terms 1 and 3 only. A trial lesson entitles a student to attend a single session in a class of their choice at 50% of the standard per-session rate. Students may trial multiple classes in different styles simultaneously. Each trial is limited to one session per style. Following a trial, full term enrolment and fees apply from the second lesson onwards.

## 5. Enrolment & Liability

Enrolment at TCDA constitutes a commitment for the enrolled term. Students are considered enrolled — and fees are payable — for all classes from the date of enrolment regardless of attendance.

Classes may be dropped at any time through the Parent Portal. Fees remain payable for all classes from the date of enrolment up to and including the date the class is dropped. No fees apply after the drop date.

Students who cease attending without formally dropping a class through the Portal remain enrolled and liable for ongoing fees until a drop is recorded

## **6. Payment Methods**

TCDA accepts payment by the following methods:

- Online via Parent Portal — credit or debit card
- Auto-Pay / Direct Debit — set up through the Parent Portal
- Direct bank deposit — use your TCDA customer number as the payment reference
- Cash or EFTPOS — at the studio during class times

Auto-Pay is TCDA's preferred payment method and allows families to set up a flexible payment plan to spread fees across the term.

## **7. Payment Plans**

Payment plans are available to all families and may be structured as weekly, fortnightly or monthly instalments at the discretion of TCDA management. All fees must be paid in full prior to the commencement of the following term.

To arrange a payment plan please contact TCDA. Payment Plans require Auto-Pay to be set up through the Parent Portal by the user.

## **8. Active & Creative Kids Vouchers**

TCDA is an approved provider of the NSW Government's Active Kids and Creative Kids voucher scheme. These vouchers are redeemable against the cost of dance registration, workshops and tuition fees at TCDA. QR codes must be provided to TCDA to redeem and used in accordance with this scheme's terms and conditions.

## **9. Costume Fees**

Costume fees are payable along with term fees for all classes that are performing in TCDA productions, including the annual Mid Year Showcases and Major Productions that occur at the end of term 4. Costumes are purchased, not hired, and remain the property of the student following the performance. Costumes will only be provided once fees are fully paid. Students will not be permitted to perform without a costume or fees fully paid. Costume fees are \$70 per costume. Troupe costumes may incur greater costs. Parents will be required to supply additional items such as dance shoes, tights, etc for performances to complete costuming.

## **10. Dropping Classes**

Students may drop a class at any time through the Parent Portal. A drop takes effect immediately upon submission.

Fees are payable for all classes from the date of enrolment up to and including the date the class is dropped, regardless of attendance. Absent classes within that period remain payable. No fees apply after the drop date.

Students who cease attending without formally dropping a class through the Portal remain enrolled and liable for ongoing fees until a drop is recorded.

### **Absence management**

Where a student has not attended and has not made contact with TCDA, the following sequence applies:

- **Third absence** — automated notification sent to parent via the Parent Portal
- **Fifth consecutive absence** — final notification sent advising that full term fees remain payable and requesting the family make contact to discuss their enrolment

If no response is received following the second notification, the student is considered enrolled for the full term and all fees remain owing. TCDA reserves the right to pursue outstanding balances through appropriate channels.

Families who proactively communicate attendance issues will be treated with understanding at management discretion.

## **11. Changes to this Policy**

TCDA reserves the right to update this policy at any time. The current version will always be available on the TCDA website and in the Parent Portal. Continued enrolment constitutes acceptance of the current policy.