

IGNITE ARTS ACADEMY

TERMS AND CONDITIONS FOR TUITION – 2026



These Terms and Conditions apply to all students enrolled in lessons or classes at Ignite Arts Academy ("IAA"). By enrolling in classes, students and/or parents or caregivers acknowledge that they have read, understood, and agreed to these Terms and Conditions.

IAA reserves the right to update these Terms and Conditions at any time. The most current version will be available on our website.

1. TERM DATES AND PUBLIC HOLIDAYS

IAA teaching weeks generally follow the New Zealand Ministry of Education school term calendar. Occasionally there may be slight variations, and families will be notified if any changes occur.

IAA will be closed on the following public holidays in 2026:

- Auckland Anniversary Day – Monday 26 January
- Waitangi Day – Friday 6 February
- Good Friday – Friday 3 April
- Easter Monday – Monday 6 April
- Anzac Day (observed) – Monday 27 April
- King's Birthday – Monday 1 June
- Matariki – Friday 10 July
- Labour Day – Monday 26 October

No lessons or classes will be held on these days.

2. COMMUNICATION

All correspondence from Ignite Arts Academy will be sent by email and may also be posted on our website or parent portal.

If necessary, parents may be contacted via phone by Ignite staff.

It is the responsibility of students and families to ensure their contact details are kept up to date. IAA cannot be held responsible for missed communications, missed lessons or late payments due to incorrect contact information.

3. TIMETABLING

Class schedules for dance & drama classes will be published on the Ignite Arts Academy website before the start of each term. If there are timetable changes, during the term, parents/students will be notified/emailed.

Private and shared music/vocal lesson students will receive confirmation of their lesson day and time before the term begins.

Changes to class or lesson times cannot normally be made after the first week of term unless approved by IAA.

4. ENROLMENT AND ROLLOVER BOOKINGS

Enrolments at Ignite Arts Academy operate on a rollover basis.

Once enrolled, a student's place in a class or lesson will automatically continue each term until written cancellation is received.

Invoices for the upcoming term will be issued before the start of each term.

If you wish to discontinue lessons or classes, written notice must be provided by email to admin@ignitearts.co.nz within 7 days of receiving the term invoice.

Verbal cancellations will not be accepted.

A \$40.00 amendment fee may apply for cancellations or changes made after this time.

Late cancellations after the first week of term will be liable for the full term's fees.

5. ABSENCES AND MAKE-UP LESSONS

Missed lessons due to student absence are not eligible for make-up lessons, credits, or refunds.

Exceptions may be considered in cases of extended illness or exceptional circumstances at the discretion of Ignite Arts Academy.

If a tutor is unable to teach a scheduled class or lesson, IAA will attempt to arrange a substitute teacher. If this is not possible, the lesson will be cancelled, and a credit will be applied to the student's account.

If a student will be absent, please notify the office as soon as possible at admin@ignitearts.co.nz.

6. TUITION FEES AND PAYMENTS

Tuition fees are invoiced on a term-by-term basis.

A \$12 administration fee per student applies each term.

Payment options include:

- Full payment by the invoice due date
- Ezidebit payment plan (two or four instalments)

Families using Ezidebit must complete the required payment authorisation form.

Accounts that remain unpaid after the first week of term may incur a \$40.00 late fee.

IAA reserves the right to suspend lessons or classes if payment arrangements have not been made. Unpaid accounts may be referred to a debt collection agency, and any associated costs may be added to the account.

Students starting part-way through a term will be charged for the remaining lessons for that term.

7. ADDITIONAL COSTS

Additional costs during the year may include:

- Music or homework books
- Instrument hire or equipment
- Examination fees
- Concert production fees
- Concert ticket fees
- Costume or performance expenses

Music and homework books are available for purchase through IAA.

An IAA hire agreement must be signed before hired instruments are given.

8. DISCOUNTS

IAA offers the following discounts:

Family Discount

Families with three or more classes per term across immediate household members receive a 10% discount on tuition fees.

Senior Discount

Students aged 65 years or older receive a 15% discount.

Homeschool Discount

Home-educated students receive a 15% discount.

Discounts apply only while eligibility requirements are met.

9. CREDITS AND REFUNDS

Credits applied to a family account will automatically be used toward the next invoice.

Credits remain valid for 12 months. Unused credits will expire after this time.

IAA does not provide refunds for unused credits.

IAA does not provide refunds for cancelled classes, after the term has commenced.

10. STUDENT BEHAVIOUR

Ignite Arts Academy is committed to maintaining a safe, respectful, and positive learning environment for all students. Students are expected to treat teachers, staff, and fellow students with respect at all times.

Ignite Arts Academy recognises that students have diverse needs and will make reasonable efforts to work collaboratively with families and schools to support positive behaviour and participation.

Where a student's behaviour poses a risk to the safety or wellbeing of others, or consistently disrupts the learning environment, Ignite Arts Academy reserves the right to review, suspend, or terminate enrolment. In such cases, tuition fees may be non-refundable.

11. PHOTOGRAPHY AND MEDIA

Ignite Arts Academy may take photos or video recordings of students during classes, performances or events for promotional or educational purposes.

If you do not wish for images of your child to be used, please indicate in the registration process or notify IAA in writing.

IAA respects the privacy of students and families. Personal information collected during enrolment will be used only for academy administration and will not be shared without consent unless required by law.

12. UNIFORM POLICY (DANCE AND DRAMA)

Students must attend class wearing the appropriate uniform and footwear for their class. Primary or secondary school uniforms should not be worn during lessons.

Students (except adults) must purchase the correct uniform within their first term of classes.

Hair should be neatly secured, and excessive jewellery should not be worn.

Students can bring a water bottle to class; no other liquids are allowed in the dance studio.

13. HEALTH AND SAFETY

IAA aims to provide a safe learning environment for all students.

Dance and performing arts activities carry a natural risk of physical injury. By participating in classes, students acknowledge this risk.

Students and parents must inform teachers of any injury, medical condition, or treatment that may affect participation.

IAA is not responsible for personal injury or loss or damage to personal belongings while on the premises.

Students are supervised only during their scheduled class times. Parents or caregivers are responsible for students before and after class.

14. DROP OFF AND COLLECTION

For lessons held at offsite venues (e.g. local halls), students are required to be dropped off at Ignite Arts Academy prior to their scheduled lesson time. Students will then be supervised and walked to the venue by Ignite Arts Academy staff.

Ignite Arts Academy's duty of care begins once the student has been signed in at the Academy and ends upon return to the Academy or at the conclusion of the lesson, as advised.

Parents/caregivers are responsible for ensuring timely drop-off and collection unless alternative arrangements have been agreed to in advance.

15. EXAMINATIONS (DANCE)

Dance syllabi are taught with the intention of preparing students for examinations.

Entry into examinations is at the discretion of the teacher in consultation with students and parents.

Examination fees and rehearsal costs are additional to normal tuition fees.

Refunds for examination fees are only available in accordance with the examination body's policies and usually require a medical certificate.

16. CONCERTS AND PERFORMANCES

Ignite Arts Academy holds an annual concert performance each year. Participation is encouraged but not compulsory.

Dance and Drama students performing in the concert must attend rehearsals, dress rehearsals and scheduled performances.

A production fee will be included in Term 4 invoices for Dance and Drama students, to cover costume creation and production expenses. Costumes remain the property of Ignite Arts Academy, unless otherwise stated.

Concert tickets will be sold to help cover venue and production costs.

Students with outstanding fees may not be permitted to participate in performances.

17. LATE WITHDRAWAL OR ENROLMENT (DANCE/DRAMA/MUSICAL THEATRE SHOWCASES)

If a student notifies IAA that they are unable to participate in a scheduled showcase within four weeks of the show date, a fee of \$25.00 will apply. This fee covers the additional instructional time required to adjust the performance, which may include reworking choreography, changing formations, or rewriting scripts due to the absence of participating actors or dancers.

If a student enrolls into a class involved in a scheduled showcase, within four weeks of the show date, the student will not be added into the show, unless in emergency situations as decided by the instructor.

18. UNFORESEEN CIRCUMSTANCES

IAA will not be liable for cancellations caused by events beyond its control, including natural disasters, government restrictions, public health events or venue closures.

Where possible, alternative arrangements such as online lessons, rescheduling or credits may be offered at the Academy's discretion.

19. CHANGES TO TERMS AND CONDITIONS

Ignite Arts Academy reserves the right to update these Terms and Conditions at any time.

The most current version will be available on our website and may be emailed to families upon request.

CONTACT INFORMATION

Ignite Arts Academy
20 Milicich Place
Cambridge 3434
New Zealand

Website: www.ignitearts.co.nz

General enquiries: admin@ignitearts.co.nz

Accounts enquiries: accounts@ignitearts.co.nz

Music enquiries: academy@ignitearts.co.nz

Dance enquiries: admin@ignitearts.co.nz

Drama/Musical Theatre enquiries: drama@ignitearts.co.nz

Office hours: Monday–Friday, 9:00am – 5:00pm

Phone: 0508 244 6483