

TERM 1 SCHEDULE 2018

Terms and Conditions Apply

For new students, fees will be pro-rated according to the number of sessions left within the term.
Please do note that a registration fee will apply for new registrants.

Please note that the academy will be closed on the 15th to 18th February 2018 for Lunar New Year celebrations.

Payment via cheques or NETS preferred.

Credit Card payment facilities are not available at the moment.

If you are attending trial or assessment classes, please do make your payments before the commencement of the class.

We thank you for your understanding.

	TIME	WEEKS							
Monday		1	2	3	4	5	6	7	8
Stretch Class	1000 - 1100	-	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Baby Ballet B	1530 - 1615	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Baby Ballet A *Class Full*	1615 - 1700	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Pre Ballet 1	1645 - 1745	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Pre Ballet	1700 - 1800	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Ballet 2	1700 - 1830	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Ballet 1	1745 - 1900	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Ballet 3	1830 - 2000	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Tuesday		1	2	3	4	5	6	7	8
Open Foundation & Floor Barre	1000 - 1130	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Open Pointe	1000 - 1100	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Open Elementary	1100 - 1230	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Baby Ballet B	1530 - 1615	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Baby Ballet A	1615 - 1700	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Pre Ballet	1615 - 1715	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Ballet 2	1645 - 1815	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Pre Ballet	1700 - 1800	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Pre Ballet 1	1715 - 1815	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Ballet 4	1815 - 1945	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Ballet 1	1815 - 1930	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Ballet 5	1815 - 1945	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Open Elementary	1945 - 2115	9-Jan	16-Jan	23-Jan	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb
Wednesday		1	2	3	4	5	6	7	
Open Foundation & Floor Barre	1000 - 1130				Please call to make enquiry				
Baby Ballet B	1530 - 1615	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb
Pre Ballet 1	1530 - 1630	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb
Baby Ballet A	1615 - 1700	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb
Ballet 1	1630 - 1745	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb
Pre Ballet	1700 - 1800	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb
Ballet 2	1800 - 1930	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb
Ballet 3	1800 - 1930	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb
Open Intermediate with Pointe	1830 - 2000	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb
Ballet 6	1930 - 2100	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb
Open Foundation & Floor Barre	1930 - 2100	10-Jan	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb

Thursday		1	2	3	4	5	6	7	8
Open Foundation & Floor Barre	1000 - 1130	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Baby Ballet B	1530 - 1615	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Pre Ballet	1530 - 1630			Please call to make enquiry					
Baby Ballet A	1615 - 1700	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Ballet 1	1630 - 1745	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Ballet 2	1630 - 1800	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Pre Ballet	1700 - 1800	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Pre Ballet 1	1700 - 1800	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Ballet 1	1800 - 1915	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Ballet 5	1800 - 1930	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Ballet 4 (New)	1830 - 2000	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Ballet 6	1930 - 2100	-	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb
Open Foundation & Floor Barre	1930 - 2100	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb		22-Feb

Lunar New Year

Friday		1	2	3	4	5	6	7	8
Open Foundation & Floor Barre	1000 - 1130	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb
Open Pointe Repertoire	1000 - 1130	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb
* Baby Ballet B	1530 - 1615			Please call to make enquiry					
Pre Ballet 1	1545 - 1645	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb
*Pre Ballet	1600 - 1700			Please call to make enquiry					
Baby Ballet A	1615 - 1700	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb
Ballet 1	1645 - 1800	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb
*Pre Ballet 1	1700 - 1800			Please call to make enquiry					
Pre Ballet	1700 - 1800	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb
Ballet 1	1800 - 1915	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb
Ballet 2	1800 - 1930	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb
Ballet 3	1800 - 1930	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb
Ballet 4	1930 - 2100	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb		23-Feb

Lunar New Year

Saturday		1	2	3	4	5	6	7	8
Baby Ballet B	0900 - 0945	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Open Foundation	0900 - 1000	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Pre Ballet 1	0915 - 1015	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Pre Ballet	0930 - 1030	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Baby Ballet A	0945 - 1030	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Open Elementary	1000 - 1130	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Ballet 1	1015 - 1130	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Pre Ballet	1030 - 1130	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Pre Ballet 1	1030 - 1130	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Open Intermediate	1130 - 1300	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Ballet 1	1130 - 1245	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Baby Ballet B	1130 - 1215	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Ballet 2	1130 - 1300	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Baby Ballet A	1215 - 1300	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Pre Ballet 1	1245 - 1345	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Open Repertoire Pointe	1300 - 1400	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Ballet 4 Repertoire	1300 - 1430	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Pre Ballet	1300 - 1400	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Baby Ballet B	1400 - 1445	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Ballet 3	1400 - 1530	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Baby Ballet A	1445 - 1530	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Ballet 1	1530 - 1645	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Pre Ballet	1530 - 1630	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
Ballet 5 & 6	1430 - 1600	1300 - 1430	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb
JCo Rehearsals	1600 - 1900	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb		24-Feb

Lunar New Year

Sunday		1	2	3	4	5	6	7	8
Ballet 2	1000 - 1130	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Ballet 1	1015 - 1130	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Baby Ballet B	1100 - 1145	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Pre Ballet 1	1130 - 1230	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Ballet 3	1130 - 1300	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Baby Ballet A	1145 - 1230	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Pre Ballet	1230 - 1330	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Ballet 4	1300 - 1430	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Ballet 5	1300 - 1430	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Pre Ballet 1	1345 - 1445	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Ballet 1	1445 - 1600	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb
Baby Ballet B	1445 - 1530								
Baby Ballet A	1530 - 1615								
JCo Rehearsals	1430 - 1800	1445 - 1600	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb		25-Feb

Lunar New Year

Please call to make enquiry

Terms & Conditions for Baby Ballet B, A, Pre Ballet & Pre Ballet 1

A) Registration and Term fees

1. A registration fee will be charged upon enrolment.
2. Term fees are calculated bimonthly in this order: Term 1 (Jan & Feb), Term 2 (Mar & Apr), etc. There are 6 terms in 1 year. Term fees are based on the total number of lessons scheduled for the 2 months (Please note that some months are longer than others and may have more lessons scheduled). Fees are collected before each term commences; otherwise a surcharge will be incurred (see Clause 3 below).
3. There will be a grace period of 10 days from the start of each term for the payment of term fees. If fees are not paid by the 10th day from the start of each term, a surcharge will be levied for late term fee payment.
4. All fees, including Performance fees, paid are non-refundable and non-transferable under any circumstances.
5. Term fees will strictly not be pro-rated for existing students. Fees will be pro-rated only for new students signing up for the first time.
6. Once term fees are paid, a student may not change the class schedule during that term. The student may book make-up lessons during the same term if the change is necessary, any unused lesson will not be refunded or offset in the next term fee if make-up lessons are not utilised. But if fees are not paid yet, the change of the class schedule will be accepted on a first-come-first paid basis and subject to class availability.

B) Deposit

1. A one-time security deposit is required upon registration for Baby Ballet – Pre Ballet 1. This deposit is to be paid on top of the registration and term fees.
2. The deposit will be refunded if certain conditions are met (Please see Section C, Clause 1 and 2). The student must also have paid up all the fees.
3. If a student withdraws with less than 30 days' notice to the Academy (refer to Section C), the deposit will be forfeited.
4. A student who is absent for more than 4 consecutive lessons in a term without notification to the Academy and who has not paid the term fees, will be deemed as having withdrawn from the Academy and the deposit will be forfeited.

C) Withdrawal

1. At least 30 days' prior notice must be given to the Academy. The student will still have to pay for and attend classes leading up to the date of withdrawal.
2. Parents will need to fill in a form at the counter in person to request a withdrawal. The Academy will not accept requests to withdraw via e-mails, text messages or phone calls.
3. The Academy will issue a cheque to refund a student's deposit. Should the cheque not be encashed by the payee by the expiry date, no new cheques will be issued and the deposit will be forfeited.

D) Promotion

1. Attendance in class and performances will be taken into consideration in assessing each student for promotion to the next level. Students who are promoted will be notified by email and will begin the new level in January or July. However, students will be expected to stay in each level for at least a full year before being promoted.
2. Students are expected to have 100% attendance. The Academy reserves the right not to promote a student should the student's attendance falls below 80%.

E) Make-up lessons

1. For students who have to miss lessons due to travel, make up lessons may be arranged. Copies of air travel tickets must be emailed to the Academy. In such cases, make-up lessons must be arranged within the same term or in the next term.
2. For students who miss lessons due to other reasons, make-up lessons must be arranged within the same term. Make-up lessons are not allowed to be carried over to the next term or calendar year.
3. For medical conditions involving fractures or any other serious injuries or illnesses, the Academy requires an email copy of the medical certificate and the doctor's letter to certify the student's recovery. A separate planning will be arranged for make-up lessons.

4. Fees for missed lessons will not be refunded and may not be used to set-off fees payable for the next school term.

5. Please e-mail the Academy to book make-up lessons. The Academy will not accept walk-ins for make-up lessons. Students will not be allowed to join a class if no e-mails were received. This is to avoid overbooking of classes. Bookings are based on a first-come-first-served basis.

F) Conduct

1. The Academy will not be responsible for the loss of, misplacement of, or damage to students' personal belongings within its premises. Students are advised to bring their belongings into the class.
2. We will not accept students who are more than 15 minutes late for class as the student will not be able to benefit from the full program.
3. All students are expected to be dressed in the Cheng Ballet uniform for their classes. From Pre Ballet onwards, all students must bun their hair without any colourful accessories. Students are encouraged to learn to bun their own hair.

G) Others

1. Goods purchased are non-refundable and non-exchangeable.

Terms & Conditions for Ballet 1 onwards

A) Registration and Term fees

1. A registration fee of \$32.10 (after GST) will be charged upon enrolment.
2. Term fees are calculated bimonthly in this order: Term 1 (Jan & Feb), Term 2 (Mar & Apr), etc. There are 6 terms in 1 year. Term fees are based on the total number of lessons scheduled for the 2 months (Please note that some months are longer than others and may have more lessons scheduled). Fees are collected before each term commences; otherwise a surcharge will be incurred (see Clause 3 below).
3. There will be a grace period of 10 days from the start of each term for the payment of term fees. If fees are not paid by the 10th day from the start of each term, a surcharge of \$10.70 (after GST) will be levied for late term fee payment.
4. All fees, including Performance fees, paid are non-refundable and non-transferable under any circumstances.
5. Term fees will strictly not be pro-rated for existing students. Fees will be pro-rated only for new students signing up for the first time.
6. Once term fees are paid, a student may not change the class schedule during that term. The student may book make-up lessons during the same term if the change is necessary, any unused lesson will not be refunded or offset in the next term fee if make-up lessons are not utilised. But if fees are not paid yet, the change of the class schedule will be accepted on a first-come-first paid basis and subject to class availability.

B) Deposit

1. A one-time deposit of \$250 is required upon registration for Ballet 1 onwards (no GST). This deposit is to be paid on top of the registration and term fees. For existing students promoted from Pre Ballet 1 to Ballet 1, the Academy requires a top up of fee of \$170 from their existing \$80 deposit.
2. The deposit will be refunded if certain conditions are met (Please see Section C, Clause 1 and 2). The student must also have paid up all the fees.
3. If a student withdraws with less than 30 days' notice to the Academy (refer to Section C), the deposit will be forfeited.
4. A student who is absent for more than 4 consecutive lessons in a term without notification to the Academy and who has not paid the term fees, will be deemed as having withdrawn from the Academy and the deposit will be forfeited.

C) Withdrawal

1. At least 30 days' prior notice must be given to the Academy. The student will still have to pay for and attend classes leading up to the date of withdrawal.
2. Parents will need to fill in a form at the counter in person to request a withdrawal. The Academy will not accept requests to withdraw via e-mails, text messages or phone calls.
3. The Academy will issue a cheque to refund a student's deposit. Should the cheque not be encashed by the payee by the expiry date, no new cheques will be issued and the deposit will be forfeited.

D) Promotion

1. Attendance in classes, Academy examinations and performances will be taken into consideration in assessing each student for promotion to the next level. Students who are promoted will be notified by email before the end of the current year and will begin the new level in January.
2. The Academy conducts examinations once a year between 1st to 7th November. An examination fee of \$53.50 (including GST) is charged per student. The examination fee is non-negotiable and non-refundable. The Academy reserves the right to determine and amend the rules and regulations of the examination. The examination aims to set the standard for every level from Ballet 1 onwards.
3. Students are expected to have 100% attendance. The Academy reserves the right not to promote a student should the student's attendance falls below 80%.

E) Make-up lessons

1. For students who have to miss lessons due to travel, make up lessons may be arranged. Copies of air travel tickets must be emailed to the Academy. In such cases, make-up lessons must be arranged within the same term or in the next term.
2. For students who miss lessons due to other reasons, make-up lessons must be arranged within the same term. Make-up lessons are not allowed to be carried over to the next term or calendar year.
3. For medical conditions involving fractures or any other serious injuries or illnesses, the Academy requires an email copy of the medical certificate and the doctor's letter to certify the student's recovery. A separate planning will be arranged for make-up lessons.
4. Fees for missed lessons will not be refunded and may not be used to set-off fees payable for the next school term.
5. Please e-mail the Academy to book make-up lessons. The Academy will not accept walk-ins for make-up lessons. Students will not be allowed to join a class if no e-mails were received. This is to avoid overbooking of classes. Bookings are based on a first-come-first-served basis.

F) Conduct

1. The Academy will not be responsible for the loss of, misplacement of, or damage to students' personal belongings within its premises. Students are advised to bring their belongings into the class.
2. We will not accept students who are more than 15 minutes late for class as the student will not be able to benefit from the full program.
3. All students are expected to be dressed in the Cheng Ballet uniform for their classes. From Ballet 1 onwards, all students must bun their hair without any colourful accessories. Students are strongly encouraged to learn to bun their own hair.

G) Others

1. Goods purchased are non-refundable and non-exchangeable.