



SMV STUDENT POLICY

Learning at SMV

At SMV, we believe in training students to be involved in some way in all our public performances (stage hand, making props, lighting, costume, make up, usher). It is not an interruption of the regular classes but an aspect of the learning process of the student. We appreciate your co-operation and support.

Attendance

- If you are going to be late for class, please let your teacher know via SMS or WhatsApp.
- If you are unable to attend class, please let the teacher know why, as this will be marked in the attendance register.
- Regular and Punctual attendance at classes and rehearsals are compulsory. Frequent absenteeism without notice for more than 3 classes may result in de-registration.

Conduct

Students are required to observe good conduct while at the premises at which dance classes are conducted and while representing SMV in any capacity.

Public Performances/Property Rights

Students intending to give a public performance under the auspices of an organisation other than SMV should seek and obtain approval from the teacher concerned. All electronic recordings, photographs, scripts, costumes and props made by SMV remain the property of SMV.



Uniform

It is compulsory for all dance students of SMV to be attired in the prescribed uniform during classes. White top and white/black trousers (or as advised by the teacher). Students, who fail to follow the dress code, will not be allowed in class.

No matter which campus your classes are held, students are required to dress appropriately.

Dance

- Hair should be tied up and away from your face. Dupatta/shawl must be worn at all times while on campus.
- Uniforms are made to order. If the uniforms are not ready, students are still expected to dress appropriately
- Balavilhar
 - Comfortable pants and long tops
 - No skirts or shorts
- Dance | Indian Classical - Girls
 - Beginners / stage 1 & 2 - white top, white salwar pants
 - Stage 3 and above - dance saree
- Dance | Indian Classical - Boys
 - Beginners / Stage 1 & 2 - white top, white salwar pants
 - Stage 3 and above - white top, panchakatcham (tied)

Music/ Language / Visual Arts

- Music / language: White kurta top with SMV logo and comfortable pants, if not already wearing one of the above uniforms.
- Visual arts: Comfortable top/ pants with an apron
- No shorts or short skirts

Saturday Pooja at Beaufort Street

Every Saturday during the Semester, SMV staff and students will do the Natarajah Pooja. If you are at SMV Beaufort Street between 12.30 and 1 pm and are not attending class during this time, you are expected to participate in the pooja. You can either help with the pooja or sit quietly as a sign of respect to



the ceremony. Students seen loitering in the reception entrance area will be asked to sit in the main hall where the pooja occurs.

Use of the kitchen

The kitchen is mainly used by staff. However you can use the kitchen if you need to refill your water bottles you may do so.

Personal belongings

- Please bring a water bottle and your journal/book as requested by your teacher.
- Any water bottles left behind by students will be binned.
- Do not bring valuables.

Noise

As there are multiple classes happening, please keep the noise down when moving from one class to another or while waiting for your next class.

Fees

- Fees are payable in full and in advance on the 1st two weekends of the Semester, if paid via cash or credit card in-person.
- Debit debit customers pay fees on a monthly basis, over a 5 month period per semester.
- Fees once paid are non refundable and non transferable. No concession will be made for non-attendance of classes or for public holidays for the month.
- For more details on fees please refer to www.smv.org.au/fees

Refund Policy

Semester Fees are **non-refundable** unless prior arrangements have been discussed and agreed with SMV in writing. If a student is unable to attend or be present at classes for an extended period, the student/parent is responsible for notifying the teacher in the first instance. In most situations the teacher will try and accommodate the time lost for the student to catch up.



Students who are absent for more than 50% the semester classes may not necessarily return to the same class unless 'catch-up class' arrangements have been made with the teacher. Catch-up classes will incur additional fees.

Refunds will be considered ONLY where the student is absent for more than 50% of the semester classes and will apply for the following situations:

- Injury/Medical Reason (Med Cert to be provided)
- Work Related
- Extenuating circumstances

Refund will be credited to future payments unless the student is leaving SMV permanently.

Taking leave

Students are discouraged from taking frequent leave during the Semester. Students are required to submit the "Leave Application" form a month earlier to their teacher if they are to be absent for more than 2 weeks. Failure to do so will entail the payment of fees during the period of absence. Students will be re-graded upon return and extra classes given, if necessary, before re-joining their original class. All fees in arrears must be settled in full before leave is granted.

Holidays

No classes will be held on Public Holidays and Holidays observed by SMV. Please refer to www.smv.org.au/fees for the most current holiday periods.

Change of classes

Students are not allowed to change classes or courses without prior approval of the teachers concerned. The assignment of teachers to classes will remain the prerogative of SMV. SMV may transfer, combine, split or dissolve a class at any given time.



Frequently Asked Questions

- *How do I inform SMV about taking leave - personal/medical?*

Please advise the teacher as soon as possible. Your teacher will advise SMV Admin and the agreed details will be entered into your enrolment details. You should receive an email to confirm from Admin

- *I'm going on holidays during the school break, but SMV's classes are still going on - what happens to my fees and lessons?*

We provide 20 classes per semester, although not fully aligned with the school term breaks, taking holiday leave during this time is considered an absence and no refunds will be given. Refer to Refund Policy

- *How do I inform SMV that I wish to discontinue classes?*

Please advise your teacher as soon as possible to discuss. Your teacher will advise SMV Admin and the agreed details will be entered into your enrolment details.

- *What happens when I fall sick and can't attend a class?*

You will be marked as absent and no refunds will be provided. Let the teacher know before the class.

- *What happens if my doctor has requested that I take medical leave?*

When a medical certificate is provided we will make a note of this and based on the teacher's discretion a catch up class will be arranged or credit made to your account for the subsequent semester.

If you are well enough to sit in the class and watch, we consider this part of attendance as you will continue to learn through observation, have access to all class videos/information via WhatsApp and will not be left behind.

- *What happens if I'm going on holidays during the semester and I'm unable to attend classes?*

- Group classes - you will be marked absent unless you have discussed with your teacher for alternative arrangements
- Individual classes - discuss with your teacher for alternative arrangements