



Please find attached the NDIS Service Agreement that will be made between you and InsideOutside Dance. Please fill out this agreement and send it back to dance@insideoutsidedance.com prior to your first class.

Contact Details:

Rosanne Stuart

Phone: 0428156688

Email: dance@insideoutsidedance.com

Provider number: 4050039182

InsideOutside Dance Service Agreement

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The InsideOutside Dance ("Service Agreement") is made between

_____ (The name of the participant)

_____ and their trusted person if applicable

and InsideOutside Dance, please note the service agreement does not end until written notification of termination is received.

The NDIS and this Service Agreement:

This Agreement is made according to the rules and the goals of the National Disability Insurance Scheme (NDIS).

A copy of the participant's NDIS Plan is attached to this Agreement. (Note: you don't have to include your NDIS Plan if you don't want to.)

The participant and the service provider agree that this Agreement is in line with the main ideas of the NDIS. These ideas include things like having more choices, achieving your goals and taking part in the community.

Supports provided:

Inside Outside Dance agrees to provide the participant supports in the form of dancing classes taught by professional dance teachers. The types of dance classes include Hip Hop, Contemporary, Jazz, Drumming, Performance and Drama, the participant may choose which ever class they wish to attend. Classes are held weekly 46 weeks a year and all classes are 1 hour long.

Participants will be billed per a 10 to 12-week term per class they attend depending on number of classes offered in that term and when in the term you start for any new students. Alternatively if you are doing private lessons you will be billed as per the agreement made between yourself and InsideOutside Dance.

How much?

Dance classes are – Adults over 12 years \$17.50 for one class per week, classes capped at 16 students

If doing more than one class per week all adult classes \$16 each

Kids Classes 7 to 11 years of age \$20 per 30min, classes capped at 6 students, 8 students with assistant teacher in class.

Private classes will be charged at approximately \$70 per 30 min and \$100 per hour dependent on venue, to be determined by email prior to classes. All private classes are to be organised with management directly, class teachers are not to be approached privately.

All classes are GST free.

Make-up classes can be done at any of our facilities or our many zoom classes if a class is missed.

Expectations of the participant:

- Treat the provider with courtesy and respect
- Talk to the provider if the participant has any concerns about the supports being provided
- Give the provider the required notice if the Participant needs to end the Service Agreement (See 'How to end a Service Agreement' below for more details)
- Let the Provider know immediately if the Participant's NDIS plan is suspended or replaced by a new NDIS plan or the Participant stops being a participant in the NDIS

Expectations of the service provider:

- Treat the Participant with courtesy and respect
- Give the Participant information about managing any complaints or disagreements and details of the provider's cancellation policy
- Listen to the Participant's feedback and resolve problems quickly
- Give the Participant a minimum of 24 hours' notice if the Provider must change a scheduled dance class to provide supports and will give a refund or offer a makeup class if possible.
- Give the Participant the required notice if the Provider needs to end the Service Agreement
- Protect the Participant's privacy and confidential information
- Provide supports in a manner consistent with all relevant laws, including the National Disability Insurance Scheme Act 2013 and rules, and the Australian Consumer Law; keep accurate records on the supports provided to the Participant, and
- Issue regular invoices and statements of the supports delivered to the Participant.

Client information.

- Name _____
- NDIS number _____
- Date of birth _____
- Email address _____
- Phone Number _____
- Postal Address _____
- Plan Start Date if applicable _____
- Plan end Date if applicable _____

How will payments be made? (Please select which of these applies below)

The Provider will seek payment for their provision of supports prior to/ after the Participant's attendance as per below (select which applies).

Note: If you are managing parts of your plan in different ways, please state for each method which part of your plan it relates to:

☐ Self-Management

☐ The Participant has chosen to self-manage the funding for all supports provided under this Service Agreement

or

☐ After providing those supports, the Provider will send the Participant an invoice for those supports for the Participant to pay. The Participant will pay the invoice by EFT within 7 days.

☐ **Nominee-Managed (Please select which of these applies)**

☐ The Participant's Nominee manages the funding for all supports provided under this Service Agreement

or

☐ The Participant's Nominee manages the funding for the following supports provided under this Service Agreement _____.

After providing those supports, the Provider will send the Participant's Nominee an invoice for those supports for the Participant's Nominee to pay. The Participant's Nominee will pay the invoice by EFT within 7 days.

☐ **NDIA Managed (Please select which of these applies)**

☐ The Participant has nominated the NDIA to manage the funding for all supports provided under this Service Agreement

or ☐ The participant has nominated the NDIA to manage the funding for all supports provided under this Service Agreement _____.

After providing those supports, the Provider will claim payment for those supports from the NDIA.

☐ **Plan Managed (Please select which of these applies)**

☐ The Participant has nominated a Plan Management Provider to manage the funding for all supports provided under this Service Agreement.

After providing those supports, the Provider will claim payment for those supports from the planned manager.

Cancellation Policy

InsideOutside Dance does not offer any refunds for classes that participants miss, the amount for a term of classes will still need to be paid in full. But you are able to attend alternative class to do a make-up class at any of our other facilities.

How to make changes

If changes to the supports or their delivery are required, the Parties agree to discuss and review this Service Agreement. The Parties agree that any changes to this Service Agreement will be in writing, signed, and dated by the Parties.

How to end the Agreement

If you wish to end this Agreement, you (or your representative) must provide InsideOutside Dance Ensemble with 10 business days' notice in writing to Rosanne Stuart, please note this service agreement does not have an end date.

If InsideOutside Dance wish to end this agreement, InsideOutside Dance must provide you 10 business days' notice in writing.

If either you or InsideOutside Dance seriously breaches this Agreement the requirement of notice will be waived.

What to do if there is a problem?

If you are experiencing any troubles you can contact Rosanne Stuart via email at dance@insideoutsidedance.com or on mobile Ph. 0428156688

If you are not satisfied or do not want to talk to this person, you can contact the National Disability Insurance Agency by calling 1800 800 110, visiting one of their offices in person, or visit ndis.gov.au for further information.

Goods and Services Tax

By signing this Agreement, the service provider says that they have checked whether GST applies. "A supply of supports under this Service Agreement is a supply of one or more reasonable and necessary supports specified in the statement of supports included, under subsection 33(2) of the [National Disability Insurance Scheme Act 2013](#) (NDIS Act), in the participant's NDIS Plan currently in effect under section 37 of the NDIS Act." The Participant's NDIS plan is expected to remain in effect during the period the supports are provided; and the Participant / participants representative will immediately notify the Provider if the Participant's NDIS Plan is replaced by a new plan or the Participant stops being a participant in the NDIS.

The name of someone we can contact if we can't get in touch with you:

Their phone number:

The service provider's contact details

Mobile number: 0428156688

Email address: dance@insideoutsidedance.com

Business address: 100 George Holt Drive, Mount Crosby Q 4306

Signatures

By signing this Agreement, you agree to all of the information included.

Participant name:

Signature:

Date: / /

Service provider name: Rosanne Stuart

Signature:

Date:

No Students can attend classes without this service agreement being returned prior to class commencement.

If you are attending dance and fees are payable personally and not through the NDIS please let us know and all invoices will be sent at the beginning of term and will be required to be paid in advance.