

Welcome to:

The Isabel Fish Academy, 2008

This information is to assist you with enrolment into youth and adult classes.

To enroll you must:

- 1. Please read all information in prospectus carefully.**
- 2. Book and confirm your place ASAP.**
Find out how in the enrolment details section.
- 3. Submit the attached enrolment form.**
All students must fill this form in, even if re-enrolling.
It must be signed by parents if you are under 18yrs.
- 4. Pay term fees in advance.**
A gst tax invoice is attached inside the back cover of your hard copy, or you will be sent one when you confirm your place. You may pay online or by direct bank deposits. The information is on your gst invoice.
- 5. Post your signed enrolment form and fees cheque before your course starts to:**
IFA
PO Box 28.412
Remuera
Auckland 1541



Your information directory includes:

- The areas of expertise we offer
- how to confirm your place and enroll
- term dates
- the timetable of classes
- terms of payment
- course fees for class and one-on-one
- entry fees and due dates for Trinity Guildhall, London examinations
- our expectations of both students and parents
- self discipline strategies
- what you need to bring and wear to classes
- how homework and research activities are given
- details about qualifications with *Trinity Guildhall*, London
- a synopsis of the director's background
- faculty list
- a selection of student testimonials.



The Isabel Fish Academy offers communication and drama based classes with additional one on one expert mentoring to help you achieve goals.

We offer training in these areas:

- academic and artistic development
- body language, grooming, posture and personal style
- camera acting and presenting for film and television
- corporate and business presentations
- creating and delivering speeches
- educational knowledge and advancement
- effective communication skills
- improvisation, impromptu delivery and cold reads
- international qualifications through *Trinity Guildhall*, London authorised by the *Curriculum Qualifications Authority (CQA)*, United Kingdom
- leadership skills and team-work
- legal and courtroom presentations
- musical theatre
- physical theatre, mime and dance
- practical training for drama and performance
- self awareness, confidence and personal creativity
- speech and vocal management
- theories of performance arts, theatre and literature.



Enrolment Details: 2008

How to confirm your place and enroll.

1. Confirm your place

By telephone or email.

Make sure you state name, phone number and class you wish to attend.
Use the timetable to find your preferred class time.
Please speak clearly if you call by phone.

See contact information at top and bottom of this page.
Please do this as soon as possible, before February 10th
as places are limited.

2. Enroll

Mail your signed enrolment form, remittance advice and fees cheque before the term begins, by Feb 11th. You make make internet banking transfers, the account # is on your gst invoice.

Note:

Your invoice and enrolment form are enclosed at the back of the hard copy prospectus or you will be sent these when you confirm your place.

Cut off the remittance advice section.

- Any queries please call the director.
- **Your classes start from the week beginning Feb 11th.**



Youth Term dates, 2008

Term Dates: Youth Classes

Term 1: Feb 11 to April 18
Term 2: April 28 to July 4
Term 3: July 21 to Sept 26
Term 4: Oct 13 to Dec 12

Christmas Brunch
Sun Dec 14 10 am to 12 noon
Benediction Café
Next to studio
Auckland

Weekly Timetable

Classes currently scheduled

Mangawhai Heads

Mondays to Wednesdays

Performance Play

Juniors
Mondays: 4pm to 5pm

Tools of the Trade

Teenagers
Mondays: 5pm to 6pm

One on one slots

Mondays to Wednesdays
By arrangement

Weekly Timetable

Classes currently scheduled

Auckland Studio

Thursdays to Saturdays

Fun and Games

8 to 10 years
Thursdays: 3.30 to 4.30 pm

Tools of the Trade

Teenagers
Thursdays; 4.30 to 5.30 pm

Performance Play

11 to 12 years
Fridays: 4pm to 5pm

Tools of the Trade

Teenagers
Fridays: 5pm to 6pm

Fun and Games

6 to 8 years
Saturdays: 4.15pm to 5pm

Performance Play

10 to 12 years
Saturdays: 5pm to 6pm

One on one slots

Fridays and Saturdays
By arrangement



Terms of Payment

1. All enrolment forms must be signed and sent on or before the first day of class. Enrolment forms not received by then incur a \$25.00 penalty fee. When you sign your enrolment form you agree to all terms and conditions as set out in the prospectus and on the enrolment form.
2. All fees are strictly payable in advance, 14 days after issue of your invoice, on or before the start of each term.
3. Late fees of \$25.00 are chargeable for each additional invoices issued.
4. If you provide an email address on your enrolment form you will receive your invoice online as an attachment.
5. Absent lessons cannot be credited unless advised by writing 10 weeks prior or well in advance of the next term invoice to be issued.
6. A one on one class needs 48 hrs cancellation notice or charges apply.
7. Preferred methods of payment

Please make out a cheque to **The Isabel Fish Academy** and post to:

IFA
PO Box 28412
Remuera
Auckland 1541

Automatic bank payments: *(term by term only)*
Details are on your gst invoices

Use the timetable page for term start dates to ensure your fees are deposited by due dates.

All fees include annual incremental new charges related to studio rental, tutor fees and administrative costs.

8. Extra costs can include any personal items such as stationery, clothing, costumes, props, research material, texts, videos, DVDs and any special workshop or project costs.



Course Fees

Isabel Fish Academy

Prices include GST unless stated otherwise

IFA Youth Rates

All prices are gst incl

Note:

Mangawhai Heads rates differ

Standard Group: Youth

per term

1. Junior Classes

45 mins in duration

\$200.00

2. Intermediate and Advanced

Senior Classes

60 mins duration

\$250.00

Standard One On One: Youth

All students attending group classes and one on one concurrently are discounted to

\$ 65.00 per 30 mins

\$325.00 x 5 sessions

All other One on One: Youth

\$ 75.00 per 30 mins

\$375.00 x 5 lessons

IFA Adult Rates

Adult Group Rates vary per course.

One on One: Adult

\$100.00 30 mins

\$500.00 x 5 lessons

Trinity Guildhall Diploma Examination Interview and Audition fees:

2 part x 30 mins: \$200

Corporate and business groups: POA



Entry Fees and Due Dates

Trinity Guildhall, London examinations

See further information about *Trinity Guildhall* a few pages on in this Prospectus.

Entry Fees Prices include GST

1. Grades	\$	2. Certificates	\$
Initial	120	Young Performers Bronze	165
Grade 1	135	Young Performers Silver	195
2	145	Young Performers Gold	240
3	165	Foundation Performance Cert	180
4	180	Intermediate Performance Cert	225
5	195	Advanced Performance Cert	395
6	225	Professional Cert Communication Skills	385
7	235		
8	270		

Pairs and group exams differ. Please enquire.

3. Diplomas **\$**

Associate level Diplomas:

ATCL

Performing Speech and Drama

Performing Musical Theatre

Unit 1

525

Teaching Speech and Drama

Teaching Theatre Arts

Unit 1 - Principles of Teaching

175

Unit 2 - Teaching Experience

265

Unit 3 – Practical Applications

565

Licentiate and Fellowship level Diplomas:

LTCL and FTCL

POA

Examination Fees

Your fees include an IFA administration fee of \$25.



Closing dates for fees entered by IFA in 2008

Please Note:

You cannot enter an examination if IFA does not have your signed 2008 enrolment form, as this contains information that must be forwarded to Trinity Guildhall.

Fees may be paid in advance of due dates.

All fees are forwarded to *The Isabel Fish Academy: IFA*. Trinity fees are amalgamated and sent, on your behalf, to Trinity Guildhall at the correct time for your official exam entry.

Late fees are subject to surcharges by both *IFA and Trinity Guildhall*.

We do not normally receive the exact day and time of your exam until 4 to 6 weeks in advance. If there are any times you cannot attend you must let the Director know well in advance of making your entry. Once times for exams are issued changes cannot be made. If a student is absent from an exam because of illness, you can re-enter for another months examination session for an additional payment of half the exam fee, providing you have supplied a Doctor's Certificate to verify your illness.

Please tell the Director, Isabel Fish, if you do not wish *IFA or Trinity College of London* to publish your name in any materials related to the examinations.

Examination Dates

Closing Dates for Fees Due

Diploma written exams held on Sat 10 May

Friday Feb 15th

Practical examinations for Grades, Certificates and Diplomas

June

Friday March 7th

August

Friday May 9th

October

Friday July 18th

November - December

Friday July 25th

Diploma written exams held on Sat 1 Nov

Friday August 8th

