

EXCALIBUR THEATRE ARTS CO. POLICY AGREEMENT 2017/18

I, THE UNDERSIGNED, HEREBY AGREE TO AND UNDERSTAND THE TERMS, POLICIES, AND INFORMATION OUTLINED BELOW.

Though our season lasts for 10 months, from September to June, **registration does NOT commit you to the entire season.**

Students are free to add classes, switch to a new class, and/or withdraw from class at any time. Please see below for additional details, including our withdrawal/transfer and refund policies.

Initial fees are processed during registration. Initial fees include: First month's tuition fee, registration fee, and costume fee. Once initial fees have been successfully processed, **flat rate monthly tuition will process automatically on the 1st of each subsequent month** via the chosen method of billing. This will continue up to and including June 1st, 2018 or until the registrant contacts office staff regarding cancellation of service.

Proper footwear and dance attire are the responsibility of the parent and/or student. Any footwear/attire requirements must be met **within one (1) month** of a student's first lesson. Costume fees represent a \$20 RENTAL fee per recital performance (two recitals per season). **All costumes provided by Excalibur are to be returned following the performance for which they are intended.** Costume fees do not include the cost of day-to-day classroom attire.

Monthly tuition fees are FLAT RATE. The registrant will pay the same fee each month regardless of how many classes are attended. Tuition fees are calculated by determining the total cost of the season, **minus all studio closures**, divided equally across the period between September 2017 and June 2018. Note that all closures are subtracted prior to the calculation of tuition, thus reducing the average tuition per month.

Monthly billing via cash, cheque (post-dated or otherwise), or credit/debit at the terminal is an option. However, **should an account does NOT include valid banking or credit card information for purposes of billing**, tuition fees processed after the 1st of the month shall incur a \$5 admin fee. This fee is avoided when paying tuition on or before the 1st of the month.

Transactions are subject to a \$10 insufficient funds (NSF) fee should a bank draft (e-cheque) or credit card payment fail to process. Outstanding tuition fees not paid in full within 14 DAYS shall incur a \$10 late fee. Should the balance remain outstanding, an additional \$10 late fee will be applied every 14 days thereafter, until the balance is paid. Accounts with an outstanding balance in excess of sixty (60) days overdue may be faced with suspension of services. Accounts with an outstanding balance in excess of ninety (90) days may be referred to a third party agency for purposes of collection.

Should a registrant wish to withdraw or transfer a student, thus requiring the cancellation or alteration of automated 1st of the month billing, **Excalibur office staff must be notified AT LEAST ONE (1) WEEK prior to the next scheduled payment.** Please be sure to inform office staff, as opposed to the student's instructor, to ensure your account is updated.

Please note that **ALL PROCESSED FEES ARE NON-REFUNDABLE** unless otherwise noted. This includes tuition and registration fees. Exceptions may occur in the case of sudden illness, injury, or unexpected relocation. Missed classes will NOT be refunded nor rescheduled for makeup. Costume fees will be refunded on withdrawals processed prior to November 1st, 2017 (or March 1st, 2018 for second semester registration).

The 1st semester of the 2017/18 season begins on September 5, 2017. The 2nd semester begins on January 2nd, 2018. The season ends on June 16th, 2018 (the date of our final recital performance). Unless otherwise noted, classes run for the duration of the season (September to June) provided each class maintains the minimum required enrolment. All dancers (regardless of age) are invited to participate in two annual recital performances, scheduled for December 2017 and June 16th, 2018. **Admission as an audience member shall require the purchase of one or more tickets.** Dancers are admitted free of charge. Adult and drop-in students do NOT participate in recital unless otherwise noted.

Parents/guardians are NOT permitted to sit in and view classes on a regular basis. While the presence of a familiar face will often relax an individual child, other students may be distracted by or feel uncomfortable with the presence of strangers. Parents/guardians are permitted to view classes during scheduled viewing weeks throughout the season.

It is the responsibility of the parent/guardian to remain aware of studio closures, viewing sessions, and other events and happenings via regular email alerts, website/Facebook, studio signage, and/or direct communication with studio staff.

THIS AGREEMENT IS ENTERED INTO AND COMPLETED ON THE DATE AS INDICATED BELOW.

Date: _____

Parent/Guardian Signature (student 18 years & under)
Student Signature (19 years & over)