

# EXCALIBUR THEATRE ARTS CO.

## STUDIO POLICIES & PRACTICES 2017/18

### INITIAL FEES

**Initial fees are processed during registration.** Initial fees include: First month's tuition fee, registration fee (\$25 + GST per student), and costume fee (\$40 + GST per student/per class, or \$20 + GST for second semester registration).

### COSTUME FEE & FOOTWEAR/ATTIRE

**The costume fee is \$40 + GST per class/per student**, to be paid at the time of registration. This fee is reduced to \$20 for second semester registration. For each recital performance (two per season), students will receive one costume per class as provided by Excalibur's in-house seamstresses. This is a RENTAL fee (\$20 per recital). All costumes provided by Excalibur are to be returned following the performance for which they are intended. The monetary value of each costume far exceeds the costume fee. Should you wish to purchase a costume outright, please make the necessary arrangements with Dance Shoppe staff.

Costume fees are intended to offset associated costs and labour; including materials, construction, fittings, alterations, repairs, and cleaning, as well as the organization and distribution of costumes to the student base.

**Proper footwear and classroom attire are the responsibility of the parent and/or student.** Any footwear/attire requirements must be met within one month of the student's first lesson. You will be notified of classroom attire requirements well in advance of the first class of the season.

### ADMIN FEE

Monthly billing via cash, cheque (post-dated or otherwise), or credit/debit at the terminal is an option. However, **should an account 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.

### MONTHLY BILLING

Following the successful processing of initial fees (which include first month's tuition), **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, 2017. The registrant may contact Excalibur office staff regarding cancellation of service prior to the end date. See "Withdrawal/Transfer Policy".

### EQUAL PAYMENT PLAN

Tuition fees are calculated as part of an "equal" payment plan (also known as a "balanced" or "averaged" payment plan). **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 (10 months), **minus all studio closures**, divided equally across the 10 month period between September 2017 and June 2018. Note that all closures are subtracted prior to the calculation of fees, thus reducing the average tuition. It is also important to note that tuition fees vary dependent on the day of the week. For example: Monday and Saturday classes offer a lower tuition rate, as these days are subject to additional long weekend closures throughout the season.

The 2017/18 season includes several "short months" (December, March, and June). As this is an equal payment plan, please be aware that fees for short months will NOT be pro-rated or otherwise reduced. Tuition fees remain the same for all months. However, because closures are subtracted from the season PRIOR to the calculation of tuition, the average fee is significantly reduced for all remaining months.

### COMMITMENT

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 Policy" and "Refund Policy".

### WITHDRAWAL/TRANSFER POLICY

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. Failure to do so may result in a processed, non-refundable tuition fee during the subsequent billing phase.

### REFUND POLICY

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 make-up. Costume fees will be refunded on withdrawals processed prior to November 1st, 2017 (or March 1st, 2018 for second semester registration).

### LATE FEES & ADDITIONAL PENALTIES

**Should a bank draft (e-cheque) or credit card payment fail to process, a \$10 insufficient funds (NSF) fee will be applied to your account.** If 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. 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.**

### THE SEASON & RECITALS

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 day 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 enrollment.

All dancers (regardless of age) are invited to participate in two annual recital performances, scheduled for December 9th, 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 recitals unless otherwise noted.

### PARENT VIEWING POLICY

**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. Most of our studios feature windows, but our instructors withhold the right to close the curtains/blinds at their discretion so as to avoid distraction.

### PARENT/GUARDIAN RESPONSIBILITY

**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, signage posted in studio, and/or direct communication with studio staff.