

## EXCALIBUR THEATRE ARTS CO. POLICY AGREEMENT 2018/19

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

**Initial fees are processed during registration.** Initial fees include: First month's tuition fee, registration fee, and costume fee. Highland, troupe, and adult classes do not require a costume fee. Once initial fees have been successfully processed, **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, 2019 or until the registrant contacts office staff regarding cancellation of service.

**Monthly tuition fees are calculated as part of an "equal" payment plan** (also known as a "balanced" or "averaged" payment plan). Fees are calculated by determining the total cost of the season, *minus all studio closures*, divided equally across the 10 month period between September 2018 and June 2019. The registrant will pay the same fee each month regardless of how many classes are attended. This includes the "short" months of December, March, and June.

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.

1<sup>st</sup> of the month pre-authorized debit via credit card or bank draft (e-cheque) is the standard method of payment, and is recommended. Manual monthly payment (via debit/credit/cash) is an option. However, **should an account NOT include valid banking or credit card information for the purposes of billing**, tuition fees processed *after* the 1<sup>st</sup> of the month shall incur a \$5 admin fee. This fee is avoided when manual payment is made *on or before* the 1<sup>st</sup> 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.** 1<sup>st</sup> of the month tuition fees not paid in full within 7 DAYS shall incur a \$10 late fee. If 1<sup>st</sup> of the month tuition remains outstanding for longer than 14 DAYS, the account is suspended (temporarily) until the balance is paid in full. **PLEASE NOTE: During account suspension, impacted students are NOT be permitted to attend class.** Accounts with an outstanding balance in excess of 60 DAYS may be referred to a third party agency for purposes of collection.

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, transfer between classes, and/or withdraw from class at any time.

Should a registrant wish to withdraw or transfer a student, thus requiring the cancellation or alteration of pre-authorized 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 an instructor, to ensure that 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, 2018 (or March 1st, 2019 for second semester registration).

The 1st semester of the 2018/19 season begins on September 4, 2018. The 2nd semester begins on January 7nd, 2019. The season ends on June 15th, 2019 (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 enrollment. All dancers (regardless of age) are invited to participate in two annual recital performances, scheduled for November 24<sup>th</sup>, 2018 and June 15<sup>th</sup>, 2019. **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 discussed.

**Parents/guardians are NOT permitted to sit in and view classes on a regular basis.** While the presence of a familiar face will relax an individual child, other students may be uncomfortable with the presence of strangers.

**It is the responsibility of the parent/guardian** to remain aware of studio closures, recital performances, 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.

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

Date: \_\_\_\_\_