

# EXCALIBUR THEATRE ARTS CO.

## STUDIO POLICIES & PRACTICES 2019/20

### INITIAL FEES

**Initial fees are processed during registration.** Initial fees include: First month's tuition fee, registration fee (\$30 + GST per family), and costume fee (\$45 + GST per student/per class, or \$22.50 + GST for second semester registration). Highland, troupe, and adult classes do not require a costume fee.

### MONTHLY BILLING

Following the successful processing of initial fees (which include first month's tuition), **monthly tuition shall process automatically on the 1st of each subsequent month** (beginning in October) via the chosen method of billing. Automated payments shall continue up to and including June 1st, 2020, or until the registrant contacts Excalibur office staff regarding cancellation of service. See "Withdrawal/Transfer Policy".

### FIXED PAYMENT PLAN

Tuition fees are calculated as part of a "fixed" payment plan (also known as an "installment" or "equal" 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 2019 and June 2020. 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 stat holiday and long weekend closures throughout the season.

The 2019/20 season includes several "short months" (December, March, and June). As this is a fixed payment plan, please be aware that fees will NOT be pro-rated or otherwise reduced. Tuition fees remain the same for all months, regardless of length. However, because closures are subtracted PRIOR to the calculation of tuition, the average fee is significantly reduced for all remaining months.

### COSTUME FEE & FOOTWEAR/ATTIRE

**The costume fee is \$45 + GST per class/per student**, to be paid at the time of registration. This fee is reduced to \$22.50 for second semester registration. For each recital performance (two per season), students shall receive one costume per class as provided by Excalibur's in-house seamstresses. This is a RENTAL fee (\$22.50 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 discuss the possibility 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 (1) month of a student's first lesson. You will be notified of classroom attire requirements well in advance of the first class of the season.

### ADMIN FEE

1st of the month automated billing 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 1st of the month shall incur a \$5 admin fee. This fee is waived when manual payment of tuition is made on or before the 1st of the month.

### PENALTIES & ACCOUNT SUSPENSION

**Transactions are subject to a \$10 insufficient funds (NSF) fee should a bank draft (e-cheque) or credit card payment fail to process.** 1st of the month tuition fees not paid in full within that same month shall incur a \$10 late fee. If 1st of the month tuition remains outstanding beyond 60 DAYS, the account is suspended (temporarily) until the balance is paid in full. **PLEASE NOTE: During account suspension, the associated students are NOT be permitted to attend class.** Accounts with an outstanding balance in excess of 90 DAYS may be referred to a third party agency for purposes of collection.

### COMMITMENT

Though our regular 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 "Withdrawal/Transfer Policy" and "Refund Policy" for additional details. Important: Enrollment and billing will continue through to the end of the season unless office staff are otherwise notified.

### WITHDRAWAL/TRANSFER POLICY

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 the student's instructor, to ensure that your account is updated. 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, 2019 (or March 1st, 2020 for second semester registration).

### THE SEASON & RECITALS

The 1st semester of the 2019/20 season begins on September 3rd, 2019 and ends on December 21st, 2019. The 2nd semester begins on January 6th, 2020 and ends on June 20th, 2020. The off-season may also include summer programs during the months of June, July, and August. Unless otherwise noted, classes run for the duration of the regular 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 14th, 2019 and June 13th, 2020. **Admission as an audience member shall require the purchase of one or more tickets.** Dancers are admitted free of charge. Adult classes do NOT participate in recital unless otherwise discussed.

### 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 uncomfortable with the presence of strangers. Though most of our studios offer windows for viewing, 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, recital performances, and other events and happenings via regular email alerts, studio signage, and/or direct communication with studio staff.

### PHOTOGRAPHY AGREEMENT

**As a parent and/or student, I am aware that Excalibur takes photos for promotional purposes.** I grant Excalibur, its representatives and employees the right to take photographs of me, my child and/or my property in connection with studio-related activities. I authorize Excalibur to use and publish the same in print and/or electronically. I agree that Excalibur may use such photographs of me and/or my child for any lawful purpose, including for example such purposes as publicity, illustration, advertising and online content.