

EXCALIBUR THEATRE ARTS CO.
STUDIO POLICIES & PRACTICES, SUMMER SESSION & 2021/22 SEASON

2021/22 SEASON & SUMMER SESSION

Unless otherwise noted, classes will run for the duration of the season/session provided each class maintains the minimum required enrollment. These lessons are to be held at the Excalibur Theatre Arts Co. located at 1773 Lyon St. South in Prince George, British Columbia.

The 1st semester of the 2021/22 season begins on September 7th, 2021 and ends on December 18th, 2021. The 2nd semester begins on January 4th, 2022 and ends on June 18th, 2022. Registration may also include summer programs attended in late June, July, and August (also known as the off-season).

SUMMER SESSION: Our summer session begins the week of Monday, July 5th, 2021 and ends on Tuesday, August 31st, 2021. Classes meet weekly. Please note: Not all of the below-listed policies apply to our summer session, many are intended only for regular season classes. Though all policies must be agreed to, summer session exceptions and specifics will be indicated where necessary.

COVID NOTE: Due to the ever-changing and unpredictable nature of the COVID-19 pandemic, should the studio be mandated to close by the provincial government, billing will be suspended and future fees shall be adjusted to compensate for any missed lessons.

[COVID-19] ENHANCED HEALTH & SAFETY PROTOCOLS

Creating a safe environment for students and staff is our top priority. As we enter into the final stages of the COVID-19 pandemic, provincial guidelines are changing for the better. Provided the situation continues to improve, the studio's [current health and safety protocols](#) will likely be adjusted prior to the start of our summer session and fall semester. Though we cannot predict exactly how things will change in the weeks and months to come, expect to be notified when our own COVID protocols are updated.

Enhanced health and safety protocols have been implemented in compliance with current provincial guidelines and restrictions intended to prevent the transmission of COVID-19. It is understood that the Excalibur Theatre Arts Co. reserves the right to deny service to any individual or family refusing to comply with studio protocols as displayed on our website (www.excaliburarts.com) under the menu selection Information > Health & Safety Protocols. These currently include a drop-and-go policy and mandatory masking.

ONLINE REGISTRATION PROCESS & INITIAL FEES

Upon submission of an online registration form, initial tuition fees are posted to your account and students are added to the appropriate class roll(s). This placement becomes permanent following the payment of initial fees.

Initial fees include: First month's tuition fee (prorated if necessary, as listed + GST), registration fee (\$40 + GST per family), and costume fee (\$45 + GST per student/per class). Highland, troupe, and adult classes do not require a costume fee. Fees will be discounted where appropriate.

SUMMER SESSION: There are no registration or costume fees associated with the summer session.

Fees will NOT process immediately. Within three (3) business days, you will be notified via email of the amount owing, including any additional fees, adjustments, and discounts. Initial fees will then process on a date indicated in the email confirmation. Registrant may opt to contact Excalibur with questions or concerns, or regarding alternate methods of payment, prior to the indicated processing date. Once a processing date has been determined and communicated via email confirmation, should a registrant choose to delay initial payment, the associated student(s) will be removed from the class roll(s) and transferred to an appropriate wait list. PLEASE NOTE: Wait listed students are NOT guaranteed placement should a class reach maximum enrollment.

MONTHLY BILLING/TUITION

Tuition fees are payable on a monthly basis. Initial fees include the first month's tuition. If a class is joined mid-month, initial tuition will be prorated as necessary. It is understood that subsequent tuition fees will process automatically on the 1st of each month via the chosen method of billing. Automated payments shall continue up to and including June 1st, 2022, or until the registrant contacts Excalibur office staff regarding cancellation of service. See "Withdrawal/Transfer Policy". SUMMER SESSION: Your account will be charged at the time of registration and again on August 1st for all families who intend to remain enrolled. Should you register in August, only August tuition will be processed.

Tuition is calculated based on class length and day of the week. For example: Monday classes offer fewer lessons due to stat holiday and long weekend closures, resulting in a lower tuition fee. 45 minute classes will likewise feature a lower fee compared to 60 minute classes.

FIXED PAYMENT PLAN

Tuition fees are calculated as part of a "fixed" payment plan (also known as an equal payment plan). The registrant shall 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. This total is then divided equally across the 10 month period between September 2021 and June 2022. SUMMER SESSION: Similar calculations were made for the 2 summer months, July and August 2021.

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/session.

The 2021/22 season includes several "short months" (December, March, and June) due to scheduled closures and holidays. 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. Note that all such closures are subtracted prior to the calculation of fees, thus reducing the average, fixed tuition.

FOOTWEAR/ATTIRE & COSTUME FEE

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. Visit the Information menu on our website (excaliburarts.com) for dance attire and footwear recommendations.

Costume fees are paid at the time of registration, \$45 + GST per class/per student. This fee is reduced to \$22.50 + GST for 2nd 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. Should you wish to purchase a costume outright, please discuss the possibility with Excalibur Dance Shoppe staff.

SUMMER SESSION: There are no costume fees associated with summer classes.

Costume fees 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.

PENALTIES & ACCOUNT SUSPENSION

It is understood that failure to pay tuition fees on or before the 1st of each month may result in additional fees and penalties.

Transactions are subject to a \$10 insufficient funds (NSF) fee should a scheduled bank draft (e-cheque) or credit card payment be declined. 1st of the month tuition fees not paid in full within that same month shall incur a \$10 late fee. If 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 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.

Accounts that do NOT include valid billing information for tuition payments will be subject to a \$5/month admin fee. This fee is waived if tuition fees are paid manually (cash, cheque, debit, credit) on or before the 1st of each month.

RECITAL PERFORMANCES

All dancers (regardless of age) are invited to participate in two annual recital performances, scheduled for November 27th/28th, 2021 and June 18th, 2022. Recitals are staged at Vanier Hall, located in the Prince George Senior Secondary school. Participation is assumed unless studio staff are otherwise notified. Admission as an audience member shall require the purchase of one or more tickets. Dancers are admitted free of charge. Adult classes will NOT participate in recital performances unless otherwise discussed.

COVID NOTE: The course of the pandemic will determine if and how recitals are run. We have booked multiple days for the Holiday Recital in November, to accommodate any potential seating/capacity restrictions that may still exist.

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.

SUMMER SESSION: Our summer classes run through July and August 2021. Registration is ongoing, withdraw or transfer at any time.

WITHDRAWAL/TRANSFER POLICY

Should a registrant wish to withdraw or transfer a student, thus requiring the cancellation or alteration of scheduled 1st of the month billing, Excalibur office staff must be notified AT LEAST ONE (1) WEEK prior to the next billing cycle (beginning on the 1st of each month). 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 cycle.

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, 2021 (or March 1st, 2022 for second semester registration).

SUMMER SESSION: Summer is a busy time for families and we strive to offer maximum flexibility. Notify the office of any future summer absences and your account will be credited for the amount of the missed class(es).

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 retain the right to close the curtains/blinds at their discretion so as to avoid distraction.

COVID NOTE: Dependent on the progression of the pandemic throughout the summer, there may still exist restrictions on spectating, and a drop-and-go policy may still be required. This will be determined and communicated as the fall semester approaches.

PARENT/GUARDIAN RESPONSIBILITY & PHOTO/VIDEO AGREEMENT

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.

As a parent and/or student, I am aware that Excalibur may use photos and video for promotional purposes. I grant Excalibur, its representatives and employees the right to take photographs and/or video 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 and video of me and/or my child for any lawful purpose, including for example such purposes as publicity, illustration, advertising and online content.