

WOODBIDGE SCHOOL OF DANCE (WSD) POLICIES AND PROCEDURES 2019/20

1. FEES

- TUITION FEES ARE NON-REFUNDABLE.
All Tuition Fees for the school year must be submitted in full at the time of registration with either a full year payment or 3 post-dated pre-authorized term payments. Alternate methods of payment may be accepted. Please inquire in the Admissions Office.
- An annual non-refundable Administrative Fee of twenty-five dollars (\$25.00) per student is payable upon registration. A separate payment must be submitted and dated at registration.
- All fees are subject to 13% HST.
- A 5% late charge will be applied to payments overdue by thirty (30) days. If a tuition payment is overdue in excess of sixty days, a student will not be allowed to attend classes until the balance is paid in full.
- If your Woodbridge School of Dance (WSD) account is pre-authorized, please notify The Admissions Office in advance of any changes to your credit card number or expiry date. Please notify The Admissions Office five (5) days prior to the payment date if a change in method of payment is preferred or required.
- A \$25.00 (+HST) Administration Charge will be applied to your account for any pre-authorized credit card transaction declined by the issuing institution, regardless of circumstances, or for any dishonoured cheque returned from your banking institution.

2. DISCOUNTS

- A 5% Sibling Discount is offered to all siblings belonging to the same immediate family, upon submission of a complete and regular tuition fee payment for the first child. If the tuition fees differ, the discount will be applied to the lower amount(s).
- A 5% Full Year Payment Discount is offered to students paying for the full year in advance.
- A discount is offered to all students registering in more than one class per week.
- All ITP students are entitled to a 20% discount on all additional classes, over and above their required classes.

3. PERFORMANCE COSTUME FEES AND SCHEDULING

- A non-refundable pre-authorized year-end performance costume(s) payment dated November 1st must be submitted at registration, at the Junior or Senior rate. After November 1st, performance costume fees are non-refundable.
- One additional performance finale costume, payable at the senior rate, will be required for all students enrolled in the Intensive Training and Pre-Professional Programs.
- In order for a student's request for performance rescheduling to be considered, written notice must be submitted to The Admissions Office prior to November 1st. However, due to the complexity of performance scheduling, WSD cannot guarantee your request will be accommodated.

4. SOCIETY OF RUSSIAN BALLET EXAMINATION FEES

- A pre-authorized payment must be submitted upon registration according to the fees set out by The Society of Russian Ballet.

5. CANCELLATIONS & WITHDRAWALS

- **Tuition fees are non-refundable.**
- Post-dated cheques will be returned in the event of a cancellation provided written notice has been submitted to the Admissions Office five (5) business days prior to the cheque processing date.
- No refund will be given for the unused portion of a partially completed term. In the event of a cancellation in the Fall Term, a tuition credit may be issued if cancellation occurs prior to November 15th. No credit will be issued after November 15th.
- A \$25.00 (+HST) Administration Charge will be applied in the event of a cancellation.
- **Written notice must be submitted to the Admissions Office in the event of a withdrawal. NON-ATTENDANCE IS NOT ACCEPTED AS A CANCELLATION NOTICE FROM ANY CLASS OR PROGRAM. REFUNDS OR CREDITS WILL NOT BE ISSUED FOR MISSED CLASSES.**

6. CLASSES

- Payment must accompany registration to confirm class placement.
- Students who are not fully registered (outstanding accounts) and not appearing on the attendance list will not be permitted to participate in class.
- Registration is based on a first come, first served basis. Registrations cannot be accepted for classes that have reached capacity. Late registrations are accepted only at the discretion of the teaching faculty.
- WSD reserves the right to combine or cancel classes in the event of low attendance. Class schedules are subject to change.

CLASSES (cont'd)

- The 2019/20 school year consists of 34 weeks, divided into 3 terms:

Fall Term	Saturday, September 7 – Friday, December 20, 2019
Winter Term	Monday, January 6 – Saturday, March 14, 2020
Spring Term	Monday, March 23 – Friday, May 22, 2020
- Classes will not be held on the following holidays:

Thanksgiving Weekend	Saturday, October 12 – Monday, October 14, 2019
Halloween	Thursday, October 31, 2019
Family Day	Monday, February 17, 2020
Good Friday	Friday, April 10, 2020
- Recommended school standard class sizes are:

Pre-Ballet to Level 6	25 students per class
Levels 7 and up	30 students per class
- Classes missed due to illness may be made up in a comparable class within the current term. In the event of inclement weather, it is the responsibility of the parent/student to check our social media posts, WSD's website or to contact the school directly, weekdays after 1:30pm, 8:30am on weekends, on the day in question to determine the status of classes for that day.

7. TRIAL CLASSES

- All students wishing to participate in a trial class must first register through The Admissions Office prior to the start of the class. Students must subsequently register in order to continue attending that particular class (providing the class is not full or upon discretion of the teacher).
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8. CLASS CHANGES

- All students currently registered in a class and wishing to change classes must first check with The Admissions Office before participating in the new class. Students may not be able to switch classes if the class is full or upon discretion of the teacher.

9. UNIFORM DRESS CODE

- All dance students are required to wear The Woodbridge School of Dance uniform to all classes. Students registered in a Russian Examination class are required to wear the designated WSD tank leotard to all classes, rehearsals and examinations as well as leather ballet slippers for the examination.
- Students are to have their hair up in a secure bun (with a WSD headband, if appropriate) for all ballet classes, and up off their face and neck for all other dance classes.
- A teacher may deny a student's entry into class if the student is not properly dressed in WSD uniform or their hair is not properly secured.
- Uniforms may be purchased on the premises at *The Boutique*.
- Please consult WSD Uniform Policy. Copies are available in the Admissions Office and online at www.woodbridgedance.com.

10. GENERAL WSD GUIDELINES & EXPECTATIONS

- WSD respects the safety of all its students, therefore all nuts and nut-related products are strictly prohibited on WSD premises and at all functions where WSD students are in attendance, e.g. Dress and Technical Rehearsals and Performances.
- All students are asked to arrive to their class 10 minutes prior to their specified class time, in proper uniform and prepared for class. For the purpose of injury prevention and out of respect for your fellow dancers and teacher, students who arrive late may be asked to observe class only.
- Please do not bring valuables to the School. Regretfully, WSD cannot be held responsible for lost or stolen items or for items left on our premises.
- Please inform the office of a change of home or email address, phone /cell number or a change of emergency contact information.
- It is imperative that all WSD students and parents respect **WSD's Code of Conduct**. WSD reserves the right to expel any parent or student for disruptive, disrespectful or illegal behavior. Students who are expelled from classes are not eligible for tuition or costume credit or refund.