

Pacific Dance Centre Studio Policies 2019/20

We appreciate your cooperation with our policies. Please read this document thoroughly and contact Pacific Dance Centre with any questions prior to registering.

Fee payments - The annual registration fee per family is \$30.00 (non-refundable) and is due on or before September 9, 2019. Payment of annual class fees may be made in one of three ways: a) in full, dated September 9, 2019 b) in 2 instalments, dated September 9, 2019 and January 1, 2020 or c) in 10 monthly payments, to be paid on the 1st of each month (Sept-June). A \$25.00 charge will be billed for each NSF cheque. There are no refunds for a missed lesson. A make-up class can be arranged with the teacher and must be done within two weeks of the missed class. A trial class is permitted at \$20/class, payable by cheque or cash at the beginning of class. If a student then decides to register, the fee will be subtracted from the monthly owing. If a student registers partway through a month, a prorated fee amount will be applied.

Attendance - Students are expected to attend their classes by arriving on time and on a regular basis. All absences must be reported to Mrs. Keenlyside in a timely fashion by calling 250-477-6114 or by emailing pacificdancecentre@gmail.com. From February 1st 2020 onward, students are expected to attend all classes and rehearsals leading up to the recital. Multiple unexplained absences will affect a student's placement and/or participation in any performances and/or exams.

Withdrawal - Should a student wish to withdraw from the studio, we ask for one full month's notice. All fees owing beyond the month will be returned. For example, if a student wishes to withdraw on Dec 1st, 2019, written notice must be provided to Pacific Dance Centre by Nov 1, 2019 in order to have December's tuition cheque returned. In the case of failing to provide one month's notice to withdraw, Pacific Dance Centre reserves the right to charge for the following month's tuition.

RAD Examinations - Royal Academy of Dance (R.A.D.) examinations are scheduled only when the teacher determines that there are students who have progressed to a stage where they would benefit from the exam experience. Selection is based on the desire and readiness of each student. Candidates must be taking the appropriate number of classes per week to be considered (i.e.: the maximum number of classes offered for a particular level). In-house (non-RAD) exams are held at the discretion of the teacher.

Festival - The teacher may select students for participation in dance festivals. Participation in a festival is not an automatic part of enrollment at PDC. Students enrolled at Pacific Dance Centre may only enter the ballet section of a festival by Mrs. Eastick, Mrs. Vernon and/or Ms. Wickes. Other disciplines are exempt from this policy. Fees for festival participation are in addition to regular annual class fees. All festival candidates are by invitation only.

Recital - All students, with the exception of Creative Ballet perform in the year-end recital. Students are expected to attend all classes and rehearsals, including, but not limited to the Dress Rehearsal and Technical Rehearsal (schedule to be determined). Students who do not attend all scheduled rehearsals may not be allowed to perform. Also, if more than one performance is scheduled, students must attend all scheduled performances.

