

WSD POLICY AND REGULATIONS

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 term payments.
- An annual non-refundable administration 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 5% GST.
- A 5% late charge will be applied to payments overdue by 30 days.
- Every month, several credit cards expire. If your WSD account is pre-authorized, please notify The Admissions Office as soon as you receive new credit card information. Please notify The Admissions Office 5 days prior to the payment date if a change in method of payment is required.
- A \$20.00 administration charge will be applied for any dishonoured cheque returned from your banking institution, or for any pre-authorized credit card transaction declined by the issuing 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 five-dollar (\$5.00) per class discount is offered to all students registering in more than 1 class per week.

3. PERFORMANCE COSTUME FEES

- A non-refundable post-dated payment dated December 1st for year-end performance costume(s) must be submitted at registration, at either the Junior or Senior rate.
- One additional performance finale costume, payable at the Senior rate, will be required for all students enrolled in ITP and PPP.
- In order for a student's request for performance rescheduling to be considered, written notice must be submitted to The Admissions Office prior to December 1st. However, due to the complexity of performance scheduling, WSD cannot guarantee that your request will be accommodated. After December 1, performance costume fees will not be refunded.

4. SOCIETY OF RUSSIAN BALLET EXAMINATION FEES

- A post-dated payment for the Society of Russian Ballet Examination fee must be submitted at registration as indicated: Level 2 - \$ 70.00, Level 4 - \$ 90.00, Levels 5 to 7 - \$ 100.00, Level 8 - \$110.00, Pre-Elementary - \$130.00, Elementary - \$150.00 and Intermediate - \$160.00.

5. CANCELLATIONS & WITHDRAWALS

- Tuition fees are non-refundable.
- Post-dated cheques will be returned in the event of a withdrawal provided a written withdrawal notice has been submitted to the Admissions Office 5 business days prior to the cheque withdrawal date.
- No refund will be given for the unused portion of a partially completed term.
- There is a \$25.00 administrative fee charged for cancellations.
- Non-attendance is not accepted as a withdrawal notice from any class or program.

6. CLASSES

- Payment must accompany registration to confirm class placement.
- Students who are not fully registered (outstanding accounts) and not appearing on the teacher's attendance list will not be permitted to participate in class.
- Registration is based on a first come, first serve basis.
- 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 2009/10 school year consists of 35 weeks, divided into 3 terms:

Fall Term	Tuesday, September 8 – Saturday, December 19, 2009
Winter Term	Monday, January 4 – Saturday, March 13, 2010
Spring Term	Monday, March 22 – Friday, May 28, 2010
- Classes will not be held on the following Statutory holidays:

Thanksgiving Weekend	Saturday, October 10 – Monday, October 12, 2009
Family Day	Monday, February 15, 2010
Good Friday	Friday, April 2, 2010
Victoria Day Weekend	Saturday, May 22 and Monday, May 24, 2010
- 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 call the school weekdays after 1:30 p.m. (8:30 a.m. on weekends) on the day in question to determine the status of classes for that day. Classes missed as a result of school closure due to severe weather conditions may be made up in a comparable class within the current term.

7. TRIAL CLASSES

- All students wishing to participate in a trial class must first obtain a *Trial Class Slip* from The Admissions Office or they will not be permitted to participate in class. Students must first register for that class in order to continue in that particular class.

8. CLASS CHANGES

- All students currently registered in a class and wishing to change classes must first obtain a *Change of Class Slip* from 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 Dress Code. Copies are available in the Admissions Office.

10. GENERAL WSD GUIDELINES & EXPECTATIONS

- All students are asked to arrive to their class 10 minutes prior to their specified class time, in uniform and prepared for class. For the purpose of injury prevention and out of respect for your fellow dancers and teacher, those students who arrive late may be asked to observe class only.
- Please do not bring valuables to The Woodbridge School of Dance. 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 address, telephone number, or a change of emergency contact information.
- WSD reserves the right to expel any student for disruptive, disrespectful or illegal behavior. Students who are suspended or expelled from classes are not eligible for tuition or costume credit or refund.