



1.Intro

This document details the Montreal Children's Theatre's policy on class cancellation and refunds during the Fall, Winter, and Spring class sessions.

All classes are referred to as "theatre classes."

2.Details

Cancellations must be done in writing for all courses. Not showing up to classes does not constitute withdrawal and the full payment of the course is expected.

There are no refunds.

Future credits are offered, less the nonrefundable deposit.

Please read each section to clarify.

In Person Theatre Class Payments/Refund Policy

ALL classes are paid in full on registration and before the first day of the course; however, we understand that for some, this is a large amount to pay out at once.

The two-payments Option:

Fall one-year classes: A minimum deposit of \$550.00 is required when you register, \$100 of this is a non-refundable deposit. Payment of the balance due must be paid by November 15th.

All other courses that are less than one year in length are paid in full before the start of the course.

No refunds are issued if a student withdraws two weeks or less before the first day of class.

If you withdraw more than two weeks before the first day of the course they will receive a credit for a future course less the non-refundable \$100 deposit.

Open House – Try our courses

New students can come to our open house and try our classes and speak to the teachers about the courses. Dates will be placed on our website and on our Facebook and Instagram page. The open-house normally happens in August.

Anyone having difficulties and would like to discuss other payment arrangements can speak to the director of MCT on a discretionary basis.

****GOVERNMENT MANDATED CLOSURES:**

In the event we are mandated by the government regulations to close our school once in person classes are about to begin or have commenced; classes/camp will resume virtually.

If your child does not wish to continue virtually, a credit of equal value, towards a future course at The Montreal Children's Theatre will be applied less the.

We will operate all classes online until the restriction is removed.

Online Theatre Classes - Refund Policy:

A \$100.00 deposit is held as a non-refundable deposit to secure your child's position on Zoom. *No refunds* are issued if a student withdraws with less than two weeks to the start of theatre class.

Outstanding Credits:

All outstanding credits accumulated can be applied to any term at the Montreal Children's Theatre School. All credits are dollar for dollar.

SUMMER/WINTER/SPRING CAMP FEE SCHEDULE – NON-NEGOTIABLE

Regular Camp Registration Refund Policy

Camp fees are paid in full before the start of camp.

Summer Camp is three weeks. There is a limited amount of two-week spaces available.

Due to the different specialists we hire to run this specialty camp and the supplies needed for sets, props and activities, all funds are used towards the camp and our budget is extremely strict; therefore, it is necessary to have a strict policy on refunds.

No refunds are issued if a student withdraws with less than three weeks to the start of camp. No credits will be issued. Withdrawals more than three weeks before the camp start date; there is a minimum nonrefundable deposit of \$150 with each registration per child.

In the case of a doctor requested medical intervention, a credit will be issued for the amount minus the \$150.

FEES / PAYMENT OPTIONS

We accept payment by CREDIT CARD, E-TRANSFER, CASH OR CHEQUE. If you prefer to pay by cheque, please deliver or mail it to the school at 6225 avenue Godfrey, Montreal, Quebec H4B-1K3.

**Cheques are payable to The Montreal Children's Theatre. You can also pay in
Cash and a receipt will be issued.**

FEES SCHEDULE - NON-NEGOTIABLE

NON-SUFFICIENT FUNDS FEE (NSF): \$30.00

***Parents are responsible for ensuring that their children attend school and camp sessions. ***

***There are no make up days for absentees. ***

***There are no prorated days for sick/missed days. ***