



RULES AND REGULATIONS FOR ENTERING STUDENTS FOR BALLET EXAMINATION

1. Teachers entering students for Ballet Examinations must include their membership number on the Student Entry Form for the year 2011-2012.
2. Non-member Teachers are not allowed to enter students for Examinations.
3. Student Entry Forms can be obtained from the CDTA website www.cdtabc.com/ballet/StudentExaminations
4. The Exam Secretary and the Teacher must arrange the date(s) for the Ballet Examinations. The Exam Secretary is responsible for selecting the Examiner to conduct the Examinations. Please make sure to submit your **Request for Student Examination** form a full **10 WEEKS** prior to your preferred examination date.
5. **The Student Entry Forms, Student Examination Schedule, Examination Fees and Surcharge Fees**, available at www.cdtabc.com/ballet/StudentExaminations , must be submitted **6 WEEKS** prior to the examination date. **A late entry fee of \$25.00 per week** will apply if the forms are not in on time. The examination process will not continue if correct fees are not included with the entry forms.
6. Please ensure you have registered your student/s correctly, once registered no substitution of names or examination level/s will be allowed. Late entries will not be accepted. Be sure to print or type the correct spelling of dancer's name on the student entry form. The B.C. Branch will not be responsible for any errors on the result sheets or certificates if information on entry form is incorrect.
7. Examination sessions **MUST** have a minimum of \$500 per day in town (lower mainland) or \$700 per day out of town (2011). **Please note this minimum requirement does NOT include the surcharge fee, only examination fees.** If you would like to hold Ballet examinations with another studio please contact the Ballet Exam Secretary. Please note that ballet examinations can be combined with Stage, Tap & Jazz Examinations.
8. Make cheque or money order payable to the **CDTA B.C. Branch**. **DO NOT SEND CASH.**
9. The surcharge fee of \$5.00 per student (Established in 2001) is required on all Ballet Examinations. This fee covers all the Examiner's expenses.
10. Teachers and/or candidates cannot state a preference for an Examiner. The Ballet Examination Secretary allocates examiners.



11. Examiners will leave a result sheet with the Teacher after the Examinations. Please allow at least 6 WEEKS before examination reports and certificates are sent to the Teacher.
12. No communication, verbal or written, can be entered into concerning the Examination results either with the Examiner or the Examination Secretary. The decision of the Examiner is final. A Teacher wishing to file a complaint must contact the Ballet Examination Secretary who will inform them of the proper procedure to be followed.

Candidates, who fail to attend at the appointed time, forfeit the Examination Fee with the exception of illness or accident when a Doctor's certificate must be sent to the Examination Secretary within seven days from the date of the Examination.

A further exception could be made under unusual circumstances provided that a letter is sent to the Examination Secretary within seven days from the date of the Examination.

A refund cheque will be sent to the Teacher who will be responsible for payment to the person involved.

A fee of \$10.00 will be charged for Badge or Certificate replacement.