

CDTA ALBERTA

Rules and Regulations for Entering Students

1. The teachers' of the examination student must be a member in good standing with the CDTA (All CDTA fees must be paid up to date)
2. Non- member teachers will only be allowed to enter students in amateur exams when the teacher is under the direct sponsorship of the Member who is hosting the amateur exam session.
3. Examinations are usually held in the Teacher's studio. If the studio is not available another location will be provided by the CDTA. A fee will be charged to the studio for the use of an alternate location. This fee should be arranged with the alternate studio.
4. Any complaints must be sent **IN WRITING** to the Examination Registrar.

ENTRY RULES FOR STUDENTS EXAMINATIONS:

Entry Forms

1. Exam Request Form must be sent in by the set deadlines.
2. Deadline dates:

Fall - Nov./Dec.	Sept. 26
Winter - Jan./Mar.	Nov. 21
Spring - Apr./June	Feb. 20
Summer - Jul./Sept	May 20
3. **The Entry Form and Entry Summary Form must be in the hands of the Examination Registrar six weeks prior to the examination date requested. No exceptions. Failure to comply with this rule will result in cancellation of your exam session.**
4. All teachers must use proper and current forms provided by the CDTA. There will absolutely NO exceptions, if these forms are not used all paperwork will be sent back and the late entry fee of \$25.00 per week will be charged.

5. Please ensure you have registered your students correctly. There will be a \$5.00 charge for each certificate that needs to be reprinted.
6. Entry forms WILL NOT be accepted by FAX, **they must be MAILED** and must include all fees and entry forms.
7. Please make the cheque or money order payable to the **Canadian Dance Teachers' Association Alberta Branch** and send to the Exam Registrar.
8. NSF CHEQUES WILL BE ASSESSED BANK CHARGES OF \$25.00.
9. **Examination sessions must have a minimum of \$450.00 or \$350.00 if they are part of an exam tour (Amateur Exams). If there are not enough students entering exams to cover these costs the studio must pay the difference. This does not include any professional exams.**
10. Teachers and/or candidates **may not** state a preference for an examiner. The Examination Registrar will allocate Examiners. **PLEASE DO NOT DIRECTLY CONTACT THE EXAMINER.**

Results

1. The Exam registrar will prepare all the exam report sheets and will send a few extra ones.
2. The results form will be sent to the Branch by the examiner along with the studio comment sheets which will be kept in your file.
3. The Exam registrar will also prepare all the certificates. Please print names clearly on the entry form and make sure to have the correct spelling. There will be a \$5.00 charge for each certificate that needs to be reprinted.
4. Teachers are advised that the results are the property of the candidates. Certificates may not be tampered with in any way. Any change will render the certificate invalid.
5. The decision of the Examiner is final
6. All examination paperwork (comment sheets, result form) must be left with the person hosting the exams. Then they can be distributed to the candidates. The examiner should not be taking any paperwork with them. This is not the case for professional exams.

Cancellations

1. Candidates who fail to attend the appointed time, forfeit the examination fee with the exception of illness or accident, and a doctor's certificate is sent to the Exam Registrar within seven days from the date of the exam.
2. Further exceptions may be made at the discretion of the Examiner in the case of unusual circumstances and provided that a letter giving details be sent by the candidate to the Examination Registrar within seven days from the date of the exam.
3. A fee of \$5.00 will be deducted from the refund fee for operating costs.
4. Refund cheques will be made payable to the teacher who will then be responsible for payment to the person involved.