



# **The Vancouver Academy of Dramatic Arts**

Vancouver, British Columbia, Canada

Student Handbook

This Handbook is meant to assist you in your orientation to the Vancouver Academy of Dramatic Arts (VADA). Please understand that the rules and regulations are not only necessary to the proper operation of the school; but many have to do with the self-discipline that is needed for a professional career in acting for Film and TV

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900 Helmcken Street: Main Level  
Admissions Office, Campus Manager's Desk and Studio #1-Black  
Box, Studio #2-Back Studio, Audition Room, Kitchen and Teachers  
Lounge

## CAMPUS SECURITY

The entrance is on the Southwest corner of Helmcken and Hornby on Helmcken Street. There is a buzzer to buzz reception if the door is locked. Keep the door closed when there is no one at the reception area.

### General Rules and Regulations

- The manufacture, distribution, use or sale of alcoholic beverages or drugs on VADA premises is strictly prohibited and may lead to dismissal.
- Smoking is prohibited in all areas within the building.
- Food and beverage may be brought into the building for consumption during allotted times such as lunch (except for bottled water and your morning coffee/tea which is allowed at all times).
- No cell-phone policy: Cell-phones will be surrendered to the coach at the beginning of the class- leave it at the phone box- take it back after the class.
- Students are encouraged to seek out acting engagements in the first 4 months of their 6 month Full Time Study. This is so you can build upon their professional resume. (Auditions for student films, independent work etc will be posted by the receptionist at VADA). Students will be excused from class if it falls under the Acceptable Excused Absences in the Attendance Policy. **After the 4<sup>th</sup> month students are required to dedicate all of their in and out of class time to VADA projects only.**
- Students are expected to conduct themselves, while in the Academy, with due regard for manners and appearance. Clothing needs to be appropriate for the school environment, no low cut or revealing clothing, clothing needs to be clean and free of odours. Clothing must be functional for the work you will be doing in the classroom.
- As a student of VADA you are a representative of the VADA brand. While enrolled in the program we expect the highest standards of professionalism, if you engage in behaviour that would be considered Conduct Unbecoming of a VADA student, you may be required to have a meeting with the Campus Manager. At that time a discussion will be had. If you are found to be involved in Conduct Unbecoming of a VADA student, you may face disciplinary actions such as a written reprimand, suspension or expulsion. Examples of Conduct Unbecoming; criminality, assault, trafficking, and public drunkenness to which VADA was represented in a bad light.
- In order to create classes, lectures or rehearsals that are uninhibited and encourage self-growth, auditing of classes, lectures or rehearsals by families, friends or prospective students, is not allowed until the end of the program where permission is required by the current students and instructor that is teaching that day.
- Students should provide themselves with all the required books, appropriate movement clothes, materials, etc.
- Acting instructors have the right to ask a student to dress appropriately for scene work.

- VADA reserves the right to ask the immediate withdrawal of any student who fails to meet its professional standards of conduct as designated herein, for any student at VADA who is on a probationary status. The appraisal of such conduct is solely at the discretion of VADA.
- In accordance with the British Columbia Privacy Laws, VADA school officials are prohibited from divulging personal or scholastic information to anyone besides the student, if the student is over the age of 18 years old.

### VADA'S MISSION Statement

“To offer a supportive environment which enables the actor to embrace challenges set before him and in that, provide professional training methods which will inspire and motivate the actor creating authentic performances.”

### Welcome letter from the President

Welcome to the Vancouver Academy of Dramatic Arts which is located in Downtown Vancouver in Vancouver, British Columbia. At VADA, our mission statement is: 'to offer a supportive environment which enables the actor to embrace challenges set before him/her and in that, provide professional training methods which will inspire and motivate the actor creating authentic performances.'

We here at VADA would like to welcome each and every one of you to the Full Time Dramatic Arts Program! We are so excited about this bunch of aspiring actors and are anticipating an exciting six months. At this point you are surely ready to dive head first into your careers. We can promise you your time here will be filled with learning, growing, lots of hard work and loads of fun.

For those of you who are new in town, we hope you have settled in and are enjoying your new surroundings. If you have any questions or concerns, don't hesitate to ask one of the staff at the reception counter. We will do our best to answer any questions.

At this time, we ask you to take a few moments to read over your Student Handbook and to pay off any remaining balance of your tuition at the Registrar's Office. **Handbooks will be provided on the first class as your instructor will be going through it in detail with you.**

Over the next six months we will focus on the following curriculum areas:

- Acting Techniques
- Voice Over
- Advanced Scene Study
- Advanced Audition
- Character Technique
- Advanced Camera Techniques
- Curriculum and Reading Assignments

There are some items that you will need for class over the next six months. If you do not wish to purchase the books, they are also available at the Vancouver Public Library or you can use any VADA Resource Materials **on the premises**. You will need:

- Pen & paper
- Notebook or binder
- Printer at home if you have a computer
- The computer must also have Internet, a PDF viewer and Microsoft Word or the like
- Film dictionary (VADA has 7 copies on-site)

**\*NOTE:**

**Rehearsal policy:** Students should expect to set aside a minimum of 4 hours of rehearsal time per week outside of class, for each project and every script.

Once again, we are thrilled to have you here and look forward to getting to know you all. Let's work together to make these the best 6 months ever!

Sincerely,

Simon Longmore  
VADA President



# Admissions Policy and Procedure

NOTE: Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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VADA's admission requirements for both full-time and part-time classes are as follows:

1. Student need to be 19 years of age OR 17 years of age [with a high school diploma (or equivalent) for the Full Time Dramatic Arts Program only] with parental/guardian permission.
2. Student must speak fluent English.
3. Student must pay the course tuition in full prior to the start of class or have a payment plan in order with the registrar.

If an applicant fails to meet the minimum admission requirements, they cannot be waived by either the institution or the student.

VADA's course-specific admission requirements are as follows:

### **1) Full Time Dramatic Arts Program**

Students need to be 19 years of age OR 17 years of age with a high school diploma (or equivalent) and parental/guardian permission.

Students must submit an Application Package; which consists of:

- Application Form
- Required Essay
- Acting Resume (if applicable)
- Headshot or 2 photos (one close up and one full body)
- A Two-Minute Monologue

The student must then also complete an Entrance Interview.

### **2) Introduction to Acting Certificate**

Students need to be 19 years of age OR 17 years of age with a high school diploma (or equivalent) and/or parent/guardian permission.

### **3) On Camera Acting Intensive Certificate**

Students need to be 19 years of age OR 17 years of age with a high school diploma (or equivalent) and/or parent/guardian permission.

### **4) Audition Class**

Students need to be 19 years of age OR 17 years of age with a high school diploma (or equivalent) and/or parent/guardian permission.

Students must also have completed an Introductory Acting Course i.e. VADA's Introduction to Acting, Two Week Intensive, or an equivalent from another acting school.

### **5) On-Going Scene Study**

Students need to be 19 years of age OR 17 years of age with a high school diploma (or equivalent) and/or parental/guardian permission.

Students must also have completed an Introductory Acting Course i.e. VADA's Introduction to Acting, Two Week Intensive, or an equivalent from another acting school.

#### **6) Professional Actor Development**

Students need to be 19 years of age OR 17 years of age with a high school diploma (or equivalent) and/or parental/guardian permission. Students must have either completed a Full Time Post-Secondary/Career Training Acting Program (Certificate/Diploma/Degree) OR represented actor who has been training for a minimum of 1 year. Students must provide an acting resume and headshot. Students need to audition a two-minute monologue.

### **Standards for Admission to the Professional Actors Development**

Any student who graduated from the Full Time Dramatic Arts Program from VADA must have a minimum grade of 80% on his/her final evaluation in order to enroll and be accepted into the Professional Actors Management.

Admission to the Professional Actors Management is by invitation only. The invitation comes as a simple majority vote by all members of the core faculty as well as input from associate faculty members. Those teachers are basing their judgment on specific goals of development for the Dramatic Arts Students in each of the primary disciplines.

#### **ACTING**

Student has achieved relaxed, free, truthful and concentrated use of self in imaginary circumstances, makes sensitive contact with other actors, and works specifically and with imagination. This ability has been repeatedly demonstrated both in class work and in performance on final projects.

#### **VOICE and SPEECH (Voice, Improv, Dialect)**

Student's voice is properly produced, clear, focused and well placed. Speech meets the requirements and is clear, general American Standard and free of regional dialect.

#### **MOVEMENT**

Student sustains proper alignment, works from a state of relaxation, is in touch with his or her instrument and has a creative use of self on the physical level.

Faculty members will also try to ascertain that the student is open to further growth, and that the Professional Actors Management Course will meet the student's individual needs.

A student may appeal the faculty's decision regarding entry in to the Professional Actors Management Course. The appeal will only be considered after the student has met with the Senior Educational Administrator or with Admissions to understand the reason(s) why he/she was not extended an invitation to continue training at VADA. The appeal must be submitted in writing to the Artistic Director no later than thirty days of the date of the letter of rejection.

### **PROCEDURE**

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VADA's Admissions Procedure is as follows:

- Prospective students applying for the full-time program must submit an application, either via e-mail or in hard copy, which includes: contact information, program start date for which they are applying, name of high school they graduated from (if applicable), list of any illnesses or medications currently using, how they are planning to pay for tuition,



- accommodation plans during the program, and a brief essay describing why they want to be an actor, and why they want to train at VADA. Applicants must also include a recent photograph and their acting resume listing all previous training and performing experience.
- Once the application is received by the Registrar, this individual will contact the applicant and collect the application fee of \$50, payable by VISA, Mastercard, Debit, Paypal e-transfer, certified cheque, money order or cash (if applying in person).
  - Once payment is received, the Registrar will write up a receipt of payment for the applicant and proceed to the next step of the application process.
  - After reviewing the applicant's resume and application, the Registrar will meet with VADA's Director, to discuss the overall assessment of the applicant. If he/she is deemed ready to train at VADA, the Registrar will contact the applicant and schedule an interview.
  - During the interview with VADA's Registrar, the applicant will be asked a number of questions to assess their previous acting experience, their enthusiasm for the art and the industry, their ability to communicate, their motivations for becoming an actor, their knowledge of the industry and their commitment to putting the work in to become a professional actor. The transcript of this interview is written up and included in the applicant's file.
  - If an applicant is assessed to be ready to enter the full-time program, they are notified by e-mail and in a written acceptance letter (which details the program start and end date, orientation time and date, amount of total tuition and percentage of tuition due immediately). If the applicant is assessed as not yet ready to enter the full-time program, their application fee will be refunded.
  - The applicant then has 14 days from the date they receive the acceptance letter to pay for the first installment of tuition (30% of the total tuition for Canadian residents, 50% of the total tuition for International students). If tuition is not received on time, the applicant may lose their place in the program.
  - Once payment is received, the Registrar will write up a receipt of payment for the applicant.
  - The applicant is then considered a student, and will be taken through the enrollment procedure (outlined in the Student Enrollment Policy and Procedure).
  - Students applying for part-time courses proceed directly to the enrollment procedure as long as they meet the minimum and program-specific requirements.

*~This policy was first proclaimed on March 22<sup>nd</sup>, 2006 and revised on April 24<sup>th</sup>, 2006*

*~This policy was revised on Monday June 14<sup>th</sup>, 2010, September 27<sup>th</sup>, 2010, January 21<sup>st</sup>, 2016, July 17<sup>th</sup>, 2017, September 4<sup>th</sup> 2020, and September 1<sup>st</sup> 2021.*

# Attendance Policy and Procedure

NOTE: Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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Due to the nature of the training, teamwork, being reliant and dependability are core values of the studio. Regular attendance is expected in all the classes which includes workshops, seminars, etc. Students who neglect their academic studies and assignments may be excluded from final examinations and projects, such as Workshops, Seminars, Demo Reels, the Hollywood Field Trip and Showcase. **If a student's attendance drops below 13%, the student may be removed from the program.** Attendance is worth 25% of the students overall mark. Each attendance infraction deducts a certain percentage off the student's overall mark.

Absentees are to be investigated by school personnel on a regular basis. Telephone calls, e-mails and written warnings will be given to the student and documentation of such action will be retained in the student's file.

Definition and Deductions of Attendance Infractions:

**Present:** A student is deemed to be **present** when he or she physically attends his or her regularly scheduled course on time.

**Late - 0.50% deduction:** A student is deemed to be late any time a student is not present in his or her scheduled course when class begins.

**Absent:** Any time a student misses class.

**Excused Absence - 0.50% deduction and 0.15% with a doctor's note:** An excused absence is defined as any time when a student has given prior notice for an acceptable absence which is determined by school personnel by:

- a) Verbal notice 24 hours prior to absences
- b) Phone call a minimum 15 minutes before class start time on the day of absence/message on the answering machine if student calls outside of office/school hours (8-6)
- c) Email or written notice before 8:15AM on the day of absence

Acceptable Excused Absences: Activities that promote an actors career growth, emergencies and exceptional circumstances:

- a) Audition/call back
- b) Booked work and/or the actor is on set (extra work or stand in is not excusable)
- c) Meeting with an agent
- e) Prearranged appointments - for appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be provided
- f) Family death or emergency- beyond family's control. Must provide documentation
- g) Exceptional circumstances - the Executive Administrator or Registrar may approve prearranged absences

for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family

**Unexcused Absence – 2 % deduction:**

An unexcused absence is defined as any time when a student has not given notice and isn't present in his or her scheduled course or their reason for missing class is not acceptable.

Unacceptable Excuses for Absences: Day to day activities that can be scheduled outside of school hours.

- a) Hair cut, extra curricular activities/lessons, etc.
- b) It's understandable that students may have jobs while training, but work should not interfere with school hours.

## **PROCEDURE**

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A student's attendance **infractions may not exceed 9%** in any combination of classes during the entire six (6) month semester. It is expected that incidental illness and other unavoidable absences

should **not exceed the 9% absence limit**. A student needs to attend class regularly to succeed. Missed classes will affect his/her studies.

Students are expected to be on time for class, in order to benefit from instruction and minimize disruptions to both learning and teaching. When administering the attendance policy, students will be accountable for all infractions recorded.

1. a) A phone call may be made to the student after every unexcused absent in every class by a VADA admin.

b) When a student's attendance infractions have affected his/her overall mark by 3%, putting them at 22%, there will be a verbal warning given from the instructor/director/administration team.

2. After a verbal warning, when a student's overall mark has been affected by 6% due to their attendance infractions, there will be a written warning from the Office to inform the student about the issue of his/her attendance. The Registrar will meet to formulate and establish supports that will assist the student in improving their punctuality. This meeting will also serve to set conditions which must be met for the student to remain enrolled in the class.

3. After a written warning, when a student's overall mark has been affected by 9% due to their attendance infractions, or the student breaches the set conditions which were established in the meeting with the Registrar, suspension will be put in place on the student for 2 weeks.

4. This meeting will also serve to set conditions which must be met for the student to remain enrolled in the class.

5. If after the suspension, attendance doesn't improve, the student will not be permitted to participate in one and/or all of the following:

- a) Demo Reels
- b) Casting Director/Agent Workshops
- c) Showcase
- d) Graduation
- e) Field trips and seminars

6. If behaviour does not change and the student shows little to no commitment to the program or in the case that their attendance is affected by a summation of 12%, leaving the student at 13% out of the original given 25%, the student will be subject to dismissal from the program. The appropriate refund policy will be put into place.

I, \_\_\_\_\_ have read and understand the above policy and  
(print name)  
procedures.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature) (mm/dd/yy)

*~This policy was first proclaimed June 16, 2010,*

*~This policy was revised on March 26<sup>th</sup> 2012, April 17<sup>th</sup> 2012, January 29<sup>th</sup>, 2016, July 17<sup>th</sup>, 2017,  
September 4<sup>th</sup> 2020 and September 1<sup>st</sup> 2021.*

# Student Code of Conduct



**NOTE:** Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## General Behaviour:

1. Student attendance is mandatory. If you must miss a class for any reason, please notify the school beforehand. Habitual absenteeism will result in a suspension and finally expulsion from the studio if the behaviour continues.
2. You must be on time for class. Habitual lateness will result in a suspension and finally expulsion from the studio if the behaviour continues.
3. Students have the right to study in an environment that is free from discrimination and harassment. Harassment includes, but is not limited to, unwanted physical contact, sexual advances, suggestive or offensive comments, racial discrimination and threatening behaviour.
4. Do not consume any alcohol or drugs before class or you will be sent home immediately and will have to meet with the Director at a later date to discuss the situation before continuing your training.
5. If you are on medication, have any type of physical condition or a disorder such as Asthma, Epilepsy, Allergies, Diabetes, ADHD or require medication to control your symptoms you must notify the Registrar, in writing, before starting the program. All information will be kept confidential in your student file.
6. Do not make any undue noise either indoors or outdoors or when leaving the facility. This disturbs other people and their work.
7. Students are required to keep good hygiene standards in order to make the learning environment comfortable for both staff and students. Please don't wear any strong odours such as perfume or cologne to class.

## During Class:

1. If you don't know something or are confused about class data, ask your instructor. Do not ask other students as this may create a more confusing situation.
2. Do not eat during class time. Eating in the studio is acceptable only during the lunch and break period and please ensure that all garbage is placed in the proper receptacle before class resumes. Water bottles and coffee during class are allowed.
3. **Do not chew gum in the studio AT ANY TIME or any EVENT related to VADA. You will incur a \$5.00 Fine.**
4. Turn all cell phones to SILENT and lap top devices to OFF (unless using to read scripts), leave them with your instructor until the end of the class.
5. You must complete all of the required projects. While enrolled in the Dramatic Arts Program you are required to do work outside of the classroom such as scene and monologue rehearsals, script memorization and text analysis. A suggested time allotment is **2 hours a day per project**. You need to obtain a grade of **70% to receive a diploma. 80% to continue on to the Dramatic Arts Program 2.**
6. Do as much as you can during class time, as well as your out of class time. There is a lot of information that we need to get through by the end of the program.
7. VADA is a **scent free zone. Do not wear perfumes/colognes, aftershave, or any other fragrances.**
8. No video or voice recording during class. This includes snap chat or Tik Tok.

## The Facility and Resources:

1. Any student who causes damage to any equipment, props, or school material must report it immediately to their instructor or the office staff.
2. **You will be responsible for keeping the studio clean and tidy. At the end of class, strike your set and put away any litter in the garbage. Fridays you will clean the studio.**
3. There are a number of books and videos available to students to use. Resources must be used in the studio.
4. Facilities are shared by both full and part time programs. If you need to book the taping room for an audition or a private coaching, please speak to the Office. The taping room is not to be used for rehearsals after class.
5. No smoking is permitted anywhere on the premises of 900 Helmcken as per City of Vancouver bylaws.
6. Students are responsible for their personal belongings. This extends to props as well. Take home your props unless otherwise arranged with the office. VADA assumes no responsibility for lost or stolen items.
7. The sidewalk outside of VADA studios is public space and the neighbouring businesses must be respected. Please do not smoke or loiter on the sidewalk as it disturbs others.
8. VADA is a professional acting environment, clothing needs to be appropriate, non-revealing, comfortable to work in and character specific.

*~This policy was first proclaimed June 16<sup>th</sup>, 2010*

*~This policy was revised on April 17<sup>th</sup>, 2012 and February 11<sup>th</sup>, 2016, March 2<sup>nd</sup>, 2018, and March 2<sup>nd</sup>, 2018, September 4<sup>th</sup> 2020 and September 1<sup>st</sup> 2021.*

# Student Dress Conduct



**NOTE:** Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

VADA requires all students to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. These standards reflect our organizational practices of appropriate student conduct, professionalism and dress code.

## Hygiene

VADA Studios students are expected to meet hygiene requirements during regular class hours & rehearsal times with your scene study partner for the duration of their program. Please note, **VADA is a scent free environment.**

## Appropriate School Attire

- Performance appropriate clothing.
- Leggings or stockings are a good idea if wearing a short skirt.
- Be able to move in scenes without exposing yourself

## Inappropriate Attire

The following items are not permitted in any area during class hours (unless you are changing into an outfit for a specific scene, then please change back into your street clothes):

- Pants, tops, shorts & skirts that expose the midriff or undergarments.
- Low-cut tops, too short shorts or too short skirts
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting

## Compliance

- Departure from appropriate grooming, hygiene and attire standards will result in being sent home from class which will affect your attendance and grades.

I, \_\_\_\_\_ have read and understand the above code of conduct and  
(print name)  
procedures.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature) (mm/dd/yy)

*~This policy was first proclaimed August 30<sup>th</sup>, 2019*

# Privacy Policy



**NOTE:** Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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The personal information collected from the student consisting of the student name, date of birth, gender, phone number, email, and the last known permanent address may be issued to verify or assign a British Columbia Personal Education Number (PEN) to students. The main purpose of the PEN is to measure participation of the population in the post-secondary sector for the program research or evaluation.

Other uses of personal information may include purposes of identification, statistical reporting, investigating, student complaints, determining tuition refund entitlements, and measuring program performance or other requirements.

For research purposes, any information disclosed will be in a non-identifiable form.

In accordance with Part4(10)(1)(a) of the *Personal Information Protection Act*, we hereby notify you that your name and personal identification information, with name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion fund. This information is collected by the PTIRU under section 26 of the *Freedom of Information and Protection of Privacy Act*.

### **Part4(10)(1)(a) of the *Personal Information Protection Act*:**

#### **Required notification for collection of personal information**

**10** (1) On or before collecting personal information about an individual from the individual, an organization must disclose to the individual verbally or in writing

(a) the purposes for the collection of the information, and

### **Section 26 of the *Freedom of Information and Protection of Privacy Act*:**

#### **Purpose for which personal information may be collected**

**26** No personal information may be collected by or for a public body unless

(a) the collection of that information is expressly authorized under an Act,

(b) that information is collected for the purposes of law enforcement, or

(c) that information relates directly to and is necessary for an operating program or activity of the public body.

*~This policy was first proclaimed June 16<sup>th</sup>, 2010*

*~This policy was revised on February 11<sup>th</sup>, 2016*



# Tuition Refund Policy

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**NOTE:** Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

VADA's tuition refund policy follows the Private Career Training Institutions Agency's bylaws. PTIRU Bylaws Part G, Section 37.11 : **Refund policy for domestic students:**

**NOTE:** Domestic students include citizens of Canada, landed immigrants, or persons who have been determined under the *Immigration Act* to be a Convention Refugee.

Students wishing to withdraw from the school for any reason must do so through the Office of the Registrar, either by letter or in person. In addition, students who are receiving Provincial or Canadian student loans must also consult with the Financial Aid Officer as it needs to be reported to the Canadian Student Loan (CSL) office as well as the Provincial Student Loan offices. If a student is under 19 years of age, a parental note of permission must accompany the notification of withdrawal. Tuition will be refunded according to the Tuition and Refund Policy in accordance with PCTIA Bylaws Part G, Section 37.11 (domestic students) and PTIRU Bylaws Part G, Section 38.1 (international students).

## Refund Policy

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.

**(Cont. on next page)**

## **Refund Policy (Cont.)**

8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - (a) of the date the institution receives a student's notice of withdrawal,
  - (b) of the date the institution provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
  - (b) the program is provided solely through distance education.

## PTIRU Bylaws Part G, Section 38.1: **Refund policy for international students:**

Note: An international student is a person who is not a Canadian citizen or a landed immigrant or who has been determined under the *Immigration Act and Refugee Protection Act* to be a Convention Refugee (Also see Work-Experience – International Students).

### a) Study Permits:

i. If an international student's Study Permit application has not been completed by the start date identified in the institution's Letter of Acceptance and the student so notifies the institution, at the request of the student, the institution may issue a second Letter of Acceptance for a later start date. In such a circumstance, the institution may charge the student an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. Should a student fail to advise the institution, the institution's refund policy for students will apply.

ii. An institution may retain the lesser of 10% of the total fees due under the contract or \$400 for international students who are denied Study Permit authorization from Citizenship and Immigration Canada. Students denied a Study Permit must provide the institution with a written request for a refund along with a copy of the denial letter, prior to the program start date as set out in the institution's most recently issued Letter of Acceptance. Should a student fail to advise the institution, or choose to withdraw for other reasons, the refund policy set out in Section 37.11 will apply.

iii. If an student decides to break the 1 Year Dramatic Arts Diploma contract - the student will be required to pay full tuition of the 6-Month Diploma 1 Program, plus 30% of the Dramatic Arts Diploma 2 Program. If the student is an international student, the Provincial Attestation Letter will no longer be available, so the visa duration will be affected.

Refunds owing to students must be paid within thirty 30 days of VADA receiving a copy of the Study Permit denial letter, written notice of withdrawal along with all supporting documentation, or within thirty 30 days of issuing written notice of dismissal.

PROCEDURE: All refunds must be approved by the Director, and the following procedure must be followed:

1. Written request for a refund must be submitted by the student, stating why they are requesting a refund.
2. All correspondence with the student (ie. letters, e-mails, and written reports of telephone conversations) must accompany the refund request, along with the student's file containing enrollment, receipts of payment, and any additional comments – and will be placed in the Director's Inbox for review.
3. The Director will review all relevant information and the appropriate percentage of the tuition will be refunded according to the Tuition Refund Policy.
4. The registrar will calculate, in writing, the exact amount to be refunded, and the Director will authorize and process the refund.
5. The refund will be issued within thirty (30) calendar days of the receipt of written request for a refund.

*~This policy was first proclaimed on March 22<sup>nd</sup>, 2006*

*~This policy was revised on April 24<sup>th</sup>, 2006, September 27<sup>th</sup>, 2010,, April 17<sup>th</sup> 2012, August 22<sup>nd</sup>, 2013, August 27<sup>th</sup>, 2013, and February 11<sup>th</sup>, 2016*

# Participation

The following guidelines are in place in order to develop an atmosphere of mutual respect and collective inquiry. Those who have difficulty following these guidelines will be written up and/or excused from class as an unexcused absence (See Attendance Policy).

1. Respect others' rights to hold opinions and beliefs that differ from your own. Challenge or criticize the idea, not the person.
2. Listen carefully to what others are saying even when you disagree with what is being said. Comments that you make (asking for clarification, sharing critiques, expanding on a point, etc.) should reflect that you have paid attention to the speaker's comments.
3. Be courteous. Don't interrupt or engage in private conversations while others are speaking, working or performing.
4. Support your statements. Use evidence and provide a rationale for your points.
5. Allow everyone the chance to talk. If you have much to say, try to hold back a bit; if you are hesitant to speak, look for opportunities to contribute to the discussion.
6. If you are offended by something or think someone else might be, speak up and don't leave it for someone else to have to respond to it.

# Medical Services

Information regarding walk-in medical clinics frequently used by VADA students is available at the reception desk. A First Aid kit is available at reception.

# Posting of Notices

Students who wish to post notices on school property are required to have the notices approved, signed and dated by the Director. Notices that are not approved will be removed. The student bulletin board will also be updated with current audition notices and is updated frequently.



# Student Dismissal Policy and Procedure

NOTE: Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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VADA has the right to dismiss a student from any program if their behaviour is deemed unacceptable. The following is a list of unacceptable behaviour, and is categorized into Type 1 and Type 2 actions (each with corresponding penalties):

### Type 1

1. Continually disrupting students who are working, both in and out of the classroom.
2. Habitual lateness, defined as more than 3 times per month.
3. Habitual absenteeism, defined as more than 3 times per month.
4. Habitually not completing homework or participating in class assignments (eg. learning lines, doing proper research, participating in rehearsals).
5. Destructive behaviour causing intentional damage to VADA property (eg. props, studio space, scripts) or another individual's property.
6. Insubordinate behaviour and/or refusal to cooperate with instructors or class schedules.
7. Smoking anywhere in the building.
8. Disruptive behaviour due to cell phones, laptops, or other electronic devices.

### Type 2

1. Use of alcohol or non-prescription drugs while attending VADA. This includes diet pills, meal replacement pills or any type of low-grade amphetamine or metabolizer.
2. Theft of VADA property or the property of another student or staff member.
3. Having an intimate physical relationship with an instructor, staff member, or fellow student.
4. Physical and/or verbal abuse of another student or staff member.
5. Cyberbullying/cyber harassment (using technological means to intimidate, spread rumours/slander, harass, threaten, or otherwise use digital media to abuse someone mentally, emotionally, or verbally).
6. Engage in criminal activity or charges.

Note: Habitual absenteeism for part-time students is considered to be two missed classes per program – for non-industry related reasons. (Industry-related reasons are considered to be anything to do with the film and television or theatre industry except background work.) If a part-time student misses two classes, they will be dismissed from the program (following Step 4 of the Dismissal Procedure).

If a student is dismissed from a program because they don't meet the minimum admissions requirements, they are entitled to a full tuition refund, minus the administrative application fee.

## **PROCEDURE**

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Type 1 offenses will be dealt with following this procedure:

1. When a student commits a Type 1 offense, the Registrar will bring them into their office for a discussion and a verbal warning will be issued.
2. The second time a student commits a Type 1 offense, the Registrar will give them a written letter of warning. A copy of this letter is put into the student's file.
3. The third time a student commits a Type 1 offense, the Registrar will give them a 10 day suspension, effective immediately. The Registrar will issue this suspension with a letter – a copy of which will be put into the student's file.
4. The fourth time a student commits a Type 1 offense, the Director will dismiss them from the program, effective immediately. The director will issue this dismissal with a letter – a copy of which will be put into the student's file.
5. Students who are dismissed before 30% of the program is completed are eligible for a refund – based on the Refund Policy and Procedure.

Type 2 offenses will be dealt with following this procedure:

1. When a student commits a Type 2 offense, they will be either given a two-week suspension or an immediate dismissal, based on the severity of their offense.
2. The severity of the offense will be decided by the director after investigating all aspects of the incident.
3. If a 10 day suspension is deemed most suitable, the Registrar will issue this suspension with a letter – a copy of which will be put into the student's file.
4. If immediate suspension is deemed most suitable, the Director will issue this dismissal with a letter – a copy of which will be put into the student's file.
5. Students who are dismissed before 30% of the program is completed are eligible for a refund – based on the Refund Policy and Procedure.

*~This policy was first proclaimed on March 22<sup>nd</sup>, 2006*

*~This policy was revised on September 27<sup>th</sup>, 2010, January 21<sup>st</sup>, 2016, December 13<sup>th</sup>, 2018 and September 1<sup>st</sup> 2021.*

# Dispute Resolution Policy and Procedure



NOTE: Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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VADA will work to resolve any student or staff disputes if the proper dispute procedure is followed. This policy and procedure is available to all students and staff members at any time.

## **PROCEDURE**

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1. Attempt to resolve the dispute informally by speaking to the other party involved. If this is not possible, make an appointment to speak with the director.
2. If no solution is reached in these discussions, state your complaint in writing and forward it to the director. Out Ethics (chit) sheets are available from the office administrators for this purpose.
3. The director will then issue a request for all parties involved to submit a written account of the incident in dispute. Include in this account the names of any and all witnesses.
4. The director will then conduct an investigation by setting up individual meetings with all parties involved (including witnesses). The meetings will take place within 24 hours of receiving all written accounts.
5. If no resolution is forthcoming from these meetings, VADA will hire an outside mediator/arbitrator to aid in resolution. All attempts will be made to resolve the situation within a reasonable amount of time – and proper action will be taken to discipline any unacceptable behaviour (following the Student Dismissal Policy and Procedure).

*~This policy was first proclaimed on March 22, 2006 and revised on April 24<sup>th</sup>, 2006*

*~This policy was revised on Monday September 27<sup>th</sup>, 2010, and again on January 21<sup>st</sup>, 2016*



# Grade Appeals Policy and Procedure

NOTE: Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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Students who believe that an error has occurred or that they have been unjustly treated regarding their academic performance have the right to an appeal process. Not knowing the material or failure to complete the assignments are not grounds for appeal.

## **PROCEDURE**

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The following applies to all appeals:

1. All appeals must be initiated within 30 days of the student receiving the grade or evaluation.
2. Tangible evidence must accompany the appeal.
3. The student must discuss concerns with their Instructor before initiating the formal appeal process. The Instructor will then write up the notes of the discussion and give them to the Executive Administrator.
4. The written appeal, evidence and instructor discussion notes will be reviewed by the director and attempts will be made to resolve the situation. If the Instructor involved is also the Director, a Senior Employee will act in place of the Director for this review procedure.
5. If the informal appeal process does not result in the reaching of a mutual agreement, the Director will, upon the student's written request, hire an independent outside party to aid in resolution.
6. Appeals requiring outside mediation may take up to 12 months to be resolved and any decision made by the independent outside party is final.
7. A minimum grade average of 70% is needed to receive a diploma.

*~This policy was first proclaimed on March 22<sup>nd</sup>, 2006*

*~This policy was revised on April 24<sup>th</sup>, 2006, on Monday September 27<sup>th</sup>, 2010, January 21<sup>st</sup>, 2016, July 17<sup>th</sup>, 2017 and September 1 2021.*



# Satisfactory Academy Progress Policy

**NOTE:** Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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A student at VADA must maintain a 70% average to remain in good academic standing. After the midterm, if a student's GPA is below 70%, the student will be placed on Academic Probation for the last half of the program. If the student's grade does not come up to a 70% within two months or 60 days, the student is subject to dismissal.

A student who feels there were extenuating circumstances leading to the failure to achieve satisfactory academic progress or who wishes to appeal his or her grade(s) may address an appeal to the Senior Educational Administrator. Exceptions to the policy may be authorized by the Senior Educational Administrator when there is evidence of contributing factors beyond a student's control. (See "Grade Appeal Policy" for procedure.)

**A 70% grade average is needed to receive a diploma.**

Academic records are maintained by the Registrar and Executive Administrator.



# Anti-Harassment Policy and Procedure

**NOTE:** Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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### **WHAT CONSTITUTES HARASSMENT**

Harassment is any behaviour that demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions, comments, or displays. It may be a single incident or continue over time.

Some examples of harassment include:

- Unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics;
- Unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a sexual relationship);
- Displays of sexually explicit, sexist, racist, or other offensive or derogatory material;
- Written or verbal abuse or threats, online or in person;
- Repeatedly sending vulgar or threatening texts/instant messages;
- Posting embarrassing photos or sharing their secrets online;
- Practical jokes that embarrass or insult someone;
- Leering (suggestive staring) or other offensive gestures;
- Unwelcome physical contact, such as patting, touching, pinching, hitting;
- Patronizing or condescending behaviour;
- Humiliating an employee in front of co-workers;
- Abuse of authority that undermines someone's performance or threatens her or his career;
- Vandalism of personal property; and/or
- Physical or sexual assault.

The Canadian Human Rights Act protects employees and clients from harassment that is related to their race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Disrespectful behaviour, known as "personal" harassment, is also covered in this policy. While it also involves unwelcome behaviour that demeans or embarrasses an employee, the behaviour is not based on one of the protected grounds named above.

Harassment can take place between co-workers, between a manager and employee, between people of the opposite sex or of the same sex, between an employee and a client, or between an employee and a job applicant.

## **WHAT DOES NOT CONSTITUTE HARASSMENT**

Consensual banter or romantic relationships, where the people involved agree with what's happening, are not harassment. Appropriate performance reviews, counselling, or discipline by a supervisor or manager are not harassment.

## **WHERE HARASSMENT CAN OCCUR**

Work or school-related harassment can take place in the studio itself, or outside of the studio in a situation that is in some way connected to work/school. For example, employees (and students) must be protected from harassment during off-site performances, business trips, and any other event or place related to VADA or when the employee or student is present in relation to VADA.

## **PROCEDURE**

### **COMPLAINT PROCEDURES**

#### **1. Speak up**

If you believe you are being harassed, speak up right away. If possible, tell the person that you are not comfortable with their behaviour, and want it to stop. Usually, that will be all you need to do. You can speak to them directly, or write them a letter (date it and keep a copy). In addition, tell someone you trust what is going on.

#### **2. Keep notes**

Record all unwelcome or harassing behaviour. Write down what has happened, when, where, how often, who else was present, and how you felt about it. Write down every instance of harassment. If the harassment occurs online, keep screenshots of everything.

#### **3. Report it**

If the harassing behaviour occurs again, or if you are unable to deal directly with the person harassing you, report it to the person designated to receive complaints. At VADA, the designated anti-harassment person is Theresa Mura. If that person is involved in the complaint, go to the Director personally. If for some reason you are unable to report harassment to someone at VADA, you might be able to go to the police (for a case of sexual or physical assault). You may also go directly to the Canadian Human Rights Commission.

Once a person reports harassment, the designated anti-harassment person will ask questions such as what happened, when, where, how often and who else was present and will keep notes of this conversation.

#### **4. Informal procedures**

You may want to proceed informally at first. This means you can ask the designated person to help you communicate with the other person, or to speak to them on your behalf, without going through actual mediation or a formal complaint. The informal approach may not always be possible or successful, but when it is, you may be able to resolve the situation quickly.

## **5. Mediation**

It may be appropriate to attempt to resolve the complaint through mediation before going to a formal investigation. If a qualified person from outside the organization is available to act as a mediator, and the complainant and alleged harasser agree, that person will attempt to help the parties settle the complaint. If no one is available, the designated person may help settle the complaint, if the parties agree. The mediator should not be involved in investigating the complaint, and should not be asked to represent the company at any stage of any proceedings related to the complaint.

However, either party has the right to refuse mediation. You are the only one who can decide if mediation is appropriate for you. Do not agree to it if you feel pressured into it, or feel that you are at a disadvantage or vulnerable because of your age, sex, race, colour, religion, sexual orientation, economic position, or for any other reason. If someone suggests mediation but you are uncomfortable with it, you can say so, and it will not be part of the complaint process. If mediation does become part of the process, each person has the right to be accompanied and assisted during mediation sessions by someone they choose.

## **6. The Investigation**

If you want to go ahead with a formal complaint, it will be investigated, either by a specially trained person from within the organization or a consultant. This person will investigate the complaint thoroughly. He or she will interview the complainant, the alleged harasser, and any witnesses. All employees have a responsibility to co-operate in the investigation.

Both you and the alleged harasser have the right to be accompanied by someone with whom you feel comfortable during any interviews or meetings.

An investigation will involve:

- getting all pertinent information from the complainant;
- informing the alleged harasser of the details of the complaint, and getting her or his response
- interviewing any witnesses;
- deciding whether, on a balance of probabilities, the harassment did take place; and,
- recommending appropriate remedies, penalties, or other action

## **7. Substantiated complaints**

If the investigator decides the complaint is valid, he or she will report in writing to the Director, ideally within a week of completing the investigation. The investigator will recommend appropriate remedies and disciplinary action, and any other necessary action. The Director will decide what action to take, and will inform both parties of the decision, in writing, ideally within a week of the report being submitted.

## 8. Remedies for the Victim

Remedies for a person who has been harassed will include any of the following, depending on the nature and severity of the harassment:

- an oral or written apology from the harasser and VADA;
- compensation for any lost wages;
- a job or promotion that was denied;
- compensation for any lost employment benefits, such as sick leave; and/or
- compensation for hurt feelings

## 9. Corrective action for harassers

Corrective action for harassers will include any of the following, depending on the nature and severity of the harassment:

- a written reprimand;
- a fine;
- a suspension, with or without pay; or
- a dismissal.

Harassers may also be obliged to attend an anti-harassment training session.

I, \_\_\_\_\_ have read and understand the above policy and procedures.  
(print name)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature) (mm/dd/yy)

*~This policy was first proclaimed on March 22<sup>nd</sup>, 2006*

*~This policy was revised on September 27<sup>th</sup>, 2010 and February 11<sup>th</sup>, 2016*

# Policy on Health and Safety



**NOTE:** Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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VADA is committed to providing and maintaining a working environment that ensures the health and safety of our students, staff, and visitors. VADA will:

1. Provide and maintain safe premises and healthy working environments.
2. Ensure we effectively assess risks and apply measures to control them.
3. Provide information to all new staff and students to ensure that everyone follows the Conduct Guide while in the studio.
4. Investigate accidents, incidents and cases of work-related illness, so we can identify and put right any shortcomings in our health and safety management processes.
5. Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
6. Make sure that all staff members are aware of first aid equipment, fire equipment and safety alarms.
7. Run fire drills regularly to ensure that staff and students are familiar with safety procedures.
8. Display a Fire Map in a highly visible place in both the reception and the two studios.
9. Provide staff, students and visitors with adequate coverage for work/school-related injury on VADA's insurance policy.

*~This policy was first proclaimed on March 2<sup>nd</sup>, 2006*

*~This policy was revised on September 27<sup>th</sup>, 2010 and on February 11<sup>th</sup>, 2016*

# The “Chit” System

**NOTE:** Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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### **What is a chit?**

A chit is a written report of student who does not adhere to the student conduct policies set out by the school. (i.e. missing rehearsals, failure to learn lines, misconduct, harassment, etc)

### **When should I write one?**

If another student has let you down and you feel that it is going to affect your grade. If staff or student has made a comment or action that affects your learning.

### **Why do we use chits?**

This is a formal process that makes people accountable for their own learning. Rather than blaming or not expressing what happened, this gives the student a voice to have the situation remedied.

### **Who can write a chit and on whom?**

Anyone can write a chit on any students or staff member.

### **Where can I find one?**

At the reception counter.

### **How to write one?**

Write out just the facts of what happened. Make it brief and without feeling or prejudice.

### **What happens once I have written a chit?**

Once written, you submit it to the Assistant to the President of the school. She will read it make a copy for you and the person who it is written on. You will have to sign your name to it. The Assistant to the President will give it to the person named in the report and have a meeting with them. At this time the person in the report may dispute the report. They may write their own version of the event, which will then be given to the plaintiff for a final response. The Assistant to the President will conduct an investigation if need be and make a final decision and notify each person in writing. A written copy of their entire event will be placed in each students file.

*~This policy was first proclaimed on Friday July 16<sup>th</sup>, 2010*

*~This policy was revised on February 11<sup>th</sup>, 2016*

# Fire Drills

Fire Drills are normally held within the first 4 weeks of the start of each Full Time Dramatic Arts Program. Alarms are to be obeyed and the studio evacuated in an orderly manner.

## TO REPORT A FIRE:

If you discover a fire, you should:

1. Yell “Fire, Fire”. All students should head to the front door by reception. Once you are outside and en-route to the meeting point (in front of St. Paul’s Hospital at the corner of Helmcken and Burrard), one of the Administrators or Instructor should notify the Fire department
2. DO NOT attempt to hold the fire in check until the Fire Department arrives. Please allow professionals to handle this.

## MEANS OF EVACUATION

Exit through the main door by reception (the northeast side of the building), or if possible, through the other doors through the black box studio (the northwest side of the building).

**DO NOT RUN, DO NOT PANIC,  
KEEP ALL STAIRWAY DOORS CLOSED,  
KEEP ALL WINDOWS CLOSED.**

# Vancouver Academy of Dramatic Arts

## Grading System

A student receives a numerical grade that represents the quality of the studentship (the state or condition of being a student) or effort that has been demonstrated. The following is a breakdown of what is to be graded throughout the months with a percentage breakdown. A percentage of 70 is needed to pass the program and an evaluation/tabulation is done during the midterm break. If the minimum requirement is not met, the student is then put on academic probation for 10 days.

Break down is as follows:

- ❖ 25% Attendance (Tardy and Absent effect your grade)
- ❖ 37% Homework, Rehearsal, Reports, and Exams.
- ❖ 38% Artistic Merit

The Studentship grade represents the quality of scholarly application and professional discipline demonstrated by the student in work of the course. This grade is based on such specifics as:

- ❖ Eagerness to learn; a positive, searching attitude
- ❖ Full and purposeful participation in classroom discussions and exercises.
- ❖ Homework and assignments completed on time
- ❖ Preparedness with all classes
- ❖ Positive acceptance and use of criticism
- ❖ Full focus and concentration on the work being done in class.
- ❖ Regular, prompt attendance
- ❖ Completion of all assignments on time.

### **Full Time Dramatic Arts Program Students**

All students are required to take the full curriculum. No exceptions are made for previous training or special aptitudes.

Students are expected to accept the parts in which they are cast (monologues and scenes), and rehearse and perform them under the standards established in the professional Film and TV industry

Attendance and discipline during this Program is crucial. Please ensure that you have read and understood the Attendance Policy.

## **Course Title: Improv & Character Analysis**

Course Description: Acting with an emphasis on complex characterization, ensemble acting and stylized acting in period.

Hours per week: 4 hours per week

### **Instructor: Ed Witzke**

Student Learning Outcomes: Upon successful completion of this course, the student will be able to demonstrate a working knowledge of the relationship between the actor, fellow improviser and live audience member, be it a casting director, director, producer or whomever. The student will also learn the difference between jokes and comedic acting. The student will also learn the basics of scene structure, character development and how to sustain a character for the length of the improvisation.

Success in this course will be measured by practical and written testing, as well as performance review.



# English Language Proficiency Policy

**NOTE:** Vancouver Academy of Dramatic Arts shall heretofore be written as VADA for the purposes of this policy.

## **POLICY**

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English is the primary language of instruction at Vancouver Academy of Dramatic Arts (VADA). Students enrolled in full-time or part-time programs and workshops require at least a minimum level of English language proficiency. Therefore, if the student's primary language is not English, they will be required to demonstrate proficiency in English in order to enrol in studies at this institution.

Prospective students meet the English language proficiency requirement for enrolment if they can demonstrate English language competence through the following options:

- Written Skills:
  - Full-Time program – Application essay
  - Part-Time program – Email correspondence with Registrar
  
- Speaking Skills:
  - Full-Time program – Application interview
  - Part-Time program – Phone interview
  - Workshops – Phone correspondence

The written and speaking skills are then evaluated to determine if the potential student meets the minimum requirements.

Applicants who do not meet the minimum level of language proficiency for admission to Vancouver Academy of Dramatic Arts are welcome to reapply at a later date when they have achieved the minimum language requirements required for enrolment.

~This policy was first proclaimed on July 15<sup>th</sup>, 2014

~This policy was revised on February 11<sup>th</sup>, 2016