



Dear TSA Students Registered for our Spring 2020 Term,

First and foremost, we hope that you are staying safe and healthy.

With the COVID-19 pandemic continuing to build momentum, **we have had to cancel our Spring 2020 term at TSA.** We had hoped that perhaps a May start could be feasible, but it is not. Given the current situation it is difficult to know for sure when we will reopen, but we definitely plan and look forward to reopening as soon as it is safe to do so.

We want to be very clear and transparent to our community regarding our present situation.

TSA is a CRA registered charity that operates on a Not For Profit basis. We are also an independent art school that receives no government operational funding. All our revenues come from tuition and programs offered through TSA and from donations from students or former students. As TSA is now closed and no longer accepting new enrollments, all incoming revenues from enrollments have ceased. TSA's financial model is based on a rolling revenue model, where income from a future term (e.g. spring registrations) is used in part to pay current term (e.g. winter term) operational costs including payroll and building expenses. This is how it has always been. The COVID-19 pandemic forced closure put a halt to all incoming revenue, while payroll and other expenses had been ongoing up to the closure and to a far lesser extent since the closure.

All discretionary (e.g. advertising, renovation) costs have been eliminated. Lights are off, security cameras are on, heating and air conditioning thermostats have been adjusted to significantly reduce energy costs and our reduced admin staff are working from home. We have done all that we can do to conserve cash, as no one knows how long this will go on. Our lovely TSA "home away from home" is now in hibernation, awaiting your return on start up.

Given the circumstances of this forced closure, we are very sorry, but we are not in a strong enough cash position to offer refunds. Under usual operating circumstances, this would not be the case, but these times are in no way usual. We understand that this is a hardship and we are truly sorry.

Instead, we will provide you with a credit for the COVID-19 Winter term related class cancellations and Spring tuition registrations. Each person affected by this will receive an email from us, outlining the process in the next few days. Please bear with us.

We are particularly heartened by a number of our students who have already come forward offering to donate their cancelled Winter class and/or Spring term credits to help TSA to get through the period ahead. We realize that this may not be an option for many students, but if it is, this kind of support would be very much appreciated. We will provide you with a letter of thanks and a charitable tax receipt reflecting the cash value of your credit. Please let us know

by email if you would like to donate to TSA.

While this is a challenging situation for all, please be assured that TSA is in a strong overall financial position to weather this COVID-19 storm as long as we continue to responsibly manage this closure.

Over the next month, we will be in touch with each of you individually regarding your credits and/or donations for the Winter and Spring terms by email, as our admin staff are working from home.

Thank you for your understanding and consideration during these times. We miss you and look forward to the day we reopen, and can once again welcome you back to TSA.

Wishing good health to you and yours - stay safe.

If you have any questions, please email us at: [info@tsa-art.com](mailto:info@tsa-art.com)

TSA