

# Policies and Procedures

## REGISTRATION

**Academic Year** - All students must register online at [www.WhartonArts.org](http://www.WhartonArts.org). To register a student who is under age 18, a parent or guardian must establish an account first and then add the student as a family member. Registration and payment of total tuition and/or class fee and the non-refundable Registration Fee are due on or before the Fall registration deadline, **September 8, 2017**.

**Summer** - To reserve a space for summer camps, payment of fees must be received by the summer registration deadline of **June 18, 2018**. Camp payments made after that date depend on availability in the camp. Payment is made by credit or debit card upon registration. **The parent or guardian of a student under age 18 must be the credit card account holder.** Payment by check is only accepted in person directly through the office. For assistance with online registration, call 908-790-0700.

## EARLY PRIVATE LESSON REGISTRATION DEADLINE FOR FALL 2017 –June 30, 2018

Students can reserve their preferred private lesson time by registering online by **June 30, 2018**. After June 30, all lessons are scheduled on a first-come, first-served basis depending on instructor availability. An announcement will be made of when registration will open online in May 2018.

## SUMMER 2018 EARLY REGISTRATION DISCOUNT – June 1, 2018

To be eligible for any early registration discounts offered, all online registration must be received by Wharton Institute for the Performing Arts (WIPA) by **June 1, 2018**. Please refer to the fee schedules and discounts for more information.

## PAYMENT

**Academic Year** - An initial individual or family Registration Fee is due upon enrollment first. Once the registration fee has been paid, payment for class tuition can be completed. Complete payment of tuition and fees, or the establishment of a payment plan is due upon registration. A credit card is required on file to set up a payment plan. Additional payment information is provided online when registration is completed. If a student registers after the start of a term, the prorated tuition for the balance of classes in that term must be paid in full or arranged in a payment plan prior to the start of the class or lessons.

**Summer** - Registration is not complete until payment is received. Payment of camp and private lesson fees can be made on the WIPA online registration system. If a student registers after the start of a camp, the full pro-rated tuition for the balance of the camp must be paid prior to the first day of attendance if WIPA, in its sole discretion, is still accepting registrations. In addition, WIPA reserves the right to cancel participation in camps or private lessons for any student whose payment is not received on a timely basis.

## MULTIPLE PAYMENT OPTION – ACADEMIC YEAR

Families may choose to make multiple payments for selected courses and private lessons when registering online for lessons and classes. The initial payment is due upon registration and must be made on or before **September 8, 2017**. Subsequent payments are due on the 8th of each month of October through March and will be charged automatically to the credit card number submitted at the time of registration. Tuition is non-refundable according to and accepting the policies set forth below. By choosing a payment plan, NJYS ensemble and PAS class students are committing to pay the entire tuition amount due.

## MINIMUM ENROLLMENT

**Academic Year** - For each group class, a minimum student enrollment is required for the class to be held. In the event that the minimum enrollment has not been met (typically four to five students per class), Wharton Performing Arts School (PAS) administration will consider alternatives to accommodate students wishing to enroll in the class. In some cases, a change in duration or a modest increase in the fee can make it possible for the class to be held with fewer students. This includes withdrawals requested within the two class period stated in the group class withdrawal policy.

**Summer** - For each camp, a minimum student enrollment must be met for the camp to run. In the unlikely event that the minimum enrollment has not been met, WIPA will contact you with alternatives.

## WITHDRAWALS AND REFUNDS

**Academic Year - Private Lessons:** All requests for withdrawal from private lessons must be submitted in writing to the PAS Manager of Student Services (Kristen Wuest – [Kristen.wuest@whartonarts.org](mailto:Kristen.wuest@whartonarts.org)). Withdrawals made prior to the beginning of the academic year (September 8, 2017) will result in a 100% tuition refund excluding the non-refundable Registration Fee. Withdrawals after the beginning of the term will be prorated and include an additional two-week charge. No refund requests will be accepted once the Academic Year has closed (June 30, 2018).

**Academic Year - Group Classes:** Withdrawals made prior to the beginning of the semester (September 8, 2017) or season (if applicable) will result in a 100% tuition refund excluding the non-refundable Registration Fee. Withdrawal before the second class day will result in a 75% tuition refund excluding the non-refundable Registration Fee. All withdrawals must be submitted in writing to the PAS Manager of Student Services. **All payments for classes are non-refundable after the second class.**

**Summer - Private Lessons:** All requests for withdrawal from private lessons must be submitted to the Manager of Student Services in writing at [Kristen.wuest@whartonarts.org](mailto:Kristen.wuest@whartonarts.org). Withdrawals made prior to the beginning of the semester will result in a 100% tuition refund. In the event lessons cannot be taught by an instructor due to scheduling, remaining lessons will be refunded by August 31, 2018.

**Summer - Camps:** Withdrawals from summer camp made 4 weeks prior to the first day of the camp will result in a full refund. Three weeks prior to the first day of camp will result in a 75% tuition refund; two weeks prior to the first day of camp will result in a 50% refund. There will be no refunds after this time unless for serious illness or injury (doctor's note required). Camp transfers are permitted if approved by the camp director.

### **FINANCIAL TUITION ASSISTANCE – ACADEMIC YEAR**

Financial assistance applications are available at [www.WhartonArts.org](http://www.WhartonArts.org). Applications with all supporting materials including IRS Form 1040 must be completed and submitted to the WIPA Director of Education on an ongoing basis. In some certain cases, applications may be considered for assistance during the academic year. Applications that do not include IRS Form 1040 will not be considered.

### **STUDENT DROP-OFF AND PARKING POLICY – ALL TIMES**

**All children under the age of 12 must be walked into the building and to the class or faculty studio by parent, guardian, or caregiver.** If a parent/guardian/caregiver leaves the building during his/her child's lesson, the instructor must be given the cell or other number to reach the parent/guardian/caregiver in case of an emergency. All vehicles must park in the PAS parking lot. Street parking should be avoided unless there are no spaces in the PAS lot. **CHILDREN ARE NOT PERMITTED TO CROSS THE STREET TO A WAITING CAR.** Children may only be picked up in the parking lot or at the curbside adjoining PAS property. **Please, help us prevent accidents.** These procedures are for 60 Locust Avenue, Berkeley Heights, for 570 Central Avenue, New Providence, please enter on the south side of the building near the shopping plaza and exit at the north side opposite the Best Western.

**Summer Pick-Up** - All students will be picked up from WIPA premises located at 60 Locust Avenue, Berkeley Heights or 570 Central Avenue, New Providence, depending on the camp location. Students who go to the Berkeley Heights Community Pool will leave the pool no later than 5:45 p.m. to allow time for a 6:00 p.m. pick-up. No student may be picked up from the pool. Any early pick-ups must be arranged in advance with the office.

### **STUDENT BEHAVIOR – ALL TIMES**

We suggest that students try to arrive 5-10 minutes before their scheduled lesson or class time to ensure they are on time for class. While waiting for a lesson or class to begin, it is expected that the student demonstrate appropriate behavior while on the premises. Please do not interrupt an ongoing class or lesson. There will be no running in the halls or loud talking as other lessons and classes are in session. Please show respect to instructors, staff, fellow students and other parents. While in a lesson or class, it is expected that cell phones will be stored in a backpack or out of reach and on silent or turned off. If a student does not have a cell phone and need to reach their parent or guardian, we welcome the use of our office telephones with staff supervision.

### **MISSED LESSONS AND CLASSES**

**Academic Year** - Lessons/classes missed by a student are not refundable, however, two make-up lessons per academic year semester are provided for private lessons missed by the student provided the instructor is informed in advance of the absence. Additional make-ups are not obligatory and at the teacher's discretion. Missed group classes or make-up lessons cannot be made up. Private lessons missed by an instructor are rescheduled by mutual arrangement during make up weeks and be made up by the end of the academic year. Group classes missed by an instructor will be rescheduled and made up by the end of the season or academic year semester.

**Summer** - Camp days missed by a student are not refundable and cannot be made up. Scheduled private lessons missed by a student are not refundable, Any make-ups are at the teacher's discretion. Private lessons missed by a teacher are rescheduled by mutual arrangement.

### **WEATHER CLOSINGS**

For weather or other unscheduled closings, PAS will post closing notification on its website [www.WhartonArts.org](http://www.WhartonArts.org).

## **ACCEPTANCE OF TERMS AND CONDITIONS REGARDING PROCEDURES**

Upon registration of a student, the parent or guardian of the student if a minor, or student if an adult, agrees to abide by all terms and conditions specified in this Policies and Procedures section as modified from time to time.

## **PHOTOGRAPHY, VIDEO, AND AUDIO RECORDINGS**

From time to time, WIPA may photograph, video, or audio-record lessons, classes, camps, and performances. WIPA reserves the right to use these photos, videos, and audio recordings for publicity purposes such as WIPA's course listings, publications, websites, email broadcasts, posters, press releases, public notices, advertising, and brochures. Upon registration of a student, the parent or guardian of a student if a minor, or student if an adult grants permission to WIPA to use any photos, videos, and audio recordings taken for publicity purposes and to publish the names of persons in the photos, videos, and audio recordings. Such permission applies unless a parent or guardian submits a written, dated request that their child's image, recording, or name not be used. Generally, names are not published with the photos, and if names are to be published, the parent/guardian or student will be contacted in advance.

## **RECITALS AND PERFORMANCES**

Students are entitled to two performances/recitals per academic year. These recitals will be arranged by the instructor and communicated to the families. Recitals will either be held at The Performing Arts School (60 Locust Ave., Berkeley Heights) or New Jersey Youth Symphony (570 Central Ave., New Providence). Students should arrive AT LEAST 15 minutes prior to the scheduled recital time unless the teacher requests differently. There should be no eating or drinking in either recital hall.

**Etiquette** - A large part of learning an art, is learning how to appreciate that art. Attending a recital is a little different than being in a classroom. Some of the same etiquette applies, but there are other guidelines as well. Concert and performance halls are designed to amplify the sound created on the stage. For the audience, that means not only that you hear everything more clearly and fully, but that every sound you make is louder than normal and will be disruptive for the performer and other members of the audience. We ask students to arrive at least 15 minutes prior to a recital, and it is equally important that recital guests arrive on time if not early to prevent a disruptive entrance. If you do arrive late, please do not enter the hall until there is a break in the performance. Please also stay for the duration of the performance. It is equally as important for the last student in a performance to have the same audience as the first performer. If you must leave early, please wait until there is a break in the performance. The use of cell phones or any other electric device is strictly prohibited. All devices MUST be turned off or set to silent during a performance. Pictures and video are acceptable (\*unless otherwise stated) without the use of flash, as it is distracting to the performer.

## **CONTACT INFORMATION**

**Phone – 908-790-0700**

**Fax – 908-790-0142**

**Email – [info@whartonarts.org](mailto:info@whartonarts.org)**

## **STUDENT SERVICES**

**Andrew Nitkin – Director of Education – [Andrew.nitkin@whartonarts.org](mailto:Andrew.nitkin@whartonarts.org)**

**Kristen Wuest – Manager of Student Services – [Kristen.wuest@whartonarts.org](mailto:Kristen.wuest@whartonarts.org)**

**Matthew Buckwalter – Student Services Assistant – [Matthew.buckwalter@whartonarts.org](mailto:Matthew.buckwalter@whartonarts.org)**

**Kelly Sanchez – Student Services Assistant- [Kelly.Sanchez@whartonarts.org](mailto:Kelly.Sanchez@whartonarts.org)**