

# Wharton Arts Policies and Procedures 2022-23

## **REGISTRATION**

In order to register for lessons, classes, or camps, new students must first create an account online at <https://whartonarts.asapconnected.com/>. For students under 18, an account must be established under a parent or guardian's name and then the student(s) may be added as a family member(s).

### **IMPORTANT DATES AND DEADLINES:**

- Academic Year: September 10, 2022 - June 30, 2023
- Summer: July 1, 2022 - September 9, 2022
- Summer camp registration deadline: June 24, 2022\*
- Early private lesson registration deadline: June 30, 2022^

\*To reserve a space for summer camps, payment of fees must be received by the summer registration deadline of **June 24, 2022**. Camp registrations made after that date are subject to availability of individual camps and at the sole discretion of WIPA. If a student registers after the start of a camp, the full prorated tuition for the balance of the camp must be paid prior to the first day of attendance

^Students can reserve their preferred private lesson time for Academic Year 22-23 by registering online by **June 30, 2022**. After June 30, all lessons are scheduled on a first-come, first-served basis depending on instructor availability.

Registration is available on a rolling basis throughout both the academic year and summer. Please note, however, that all lessons and classes are subject to instructor or class availability.

## **TUITION, PAYMENT, AND FEES**

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.

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.

Payment of non-refundable registration fee and tuition are due before the first day of classes. Registration is not complete until payment is received or until a payment plan has been established, and WIPA reserves the right to cancel participation in camps or private lessons for any student whose payment is not received on a timely basis.

**Please note:** Private lesson packages include a participation fee for a recital(s), which is equivalent to the price of 1 lesson. Recital participation is not mandatory but is strongly encouraged. This fee is non-refundable with the exception of a student signing up mid-semester for a prorated package of 6 lessons or less, in which case the recital is an optional addition for that student.

## **PAYMENT PLAN**

You may opt to enroll in a Payment Plan upon registration. A credit card is required on file to set up a payment plan, and there is an additional fee for this option. The initial payment is due upon registration and must be made before the first day of classes or lessons. Subsequent payments are due on the 8th of each month from October through March and will be charged automatically to the credit card number submitted at the time of registration.

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**Please note: Payment Plan Tuition is non-refundable: by choosing a payment plan, NJYS, NJYC, and PAS students are committing to pay the entire tuition amount due.**

## **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. Applications that do not include IRS Form 1040 will not be considered.

## **DISCOUNTS**

**Referral** - When current PAS students refer a new student for private lessons or group classes, they receive a \$25 credit for private lessons and \$15 credit for group classes for every referral. The new student receives \$25 off their enrollment in private lessons or \$15 off their enrollment in group classes at the time of registration. New students must enroll in order for credits to be issued to the referring family. Valid only for new student families who have never previously enrolled at PAS. Referral credits will only be issued at time of enrollment and expire August 31, 2023. New students must fill in the Referral Program Question when creating an account online prior to enrollment. Referral credits are not retroactive.

**Multiple-program** - Families enrolling in classes or lessons across multiple Wharton programs (i.e. NJYS, NJYC, PAS) will receive 5% off the package of lesser value, applied at time of enrollment.

**Sibling** - Families enrolling multiple students will receive 5% off the package of lesser value, applied at time of enrollment.

**Registration family discount** - Registration fees are \$60 per individual student or \$90 per family for all additional students.

## **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, 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 Director of Student Services.

- Withdrawals made prior to the beginning of the academic year (September 10, 2022) 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 lessons charged**. You may opt to use these two lessons or to forfeit them from your refund or credit. No refund requests will be accepted once the Academic Year has closed (June 30, 2023).

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**Academic Year - Group Classes:** All requests for withdrawal from private lessons must be submitted in writing to the PAS Director of Student Services.

- Withdrawals made prior to the start of the semester (September 10, 2022) 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 payments for classes are non-refundable after the second class.**

**Summer - Private Lessons:** All requests for withdrawal from private lessons must be submitted in writing to the Director of Student Services.

- 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 issues, the remaining lessons will be refunded or credited by September 9, 2022..

**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.

## **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 and Drop-Off-** All students will be dropped off and picked up from WIPA premises located at 60 Locust Avenue, Berkeley Heights or 570 Central Avenue, New Providence, depending on the camp location. Early drop-off can be arranged with the office for a nominal fee prior to the start of camp. **Unless early drop - off is arranged, campers may not arrive at PAS more than 10 minutes prior to the start time of camp (9am).** Campers may stay for after camp hours from 1-6pm for a weekly fee. Campers not staying for the afternoon must be picked up promptly at the end of camp at 1pm. **Late pick-ups from regular camp or afternoon hours will not be tolerated and will incur a fee.** Any early pick-ups must be arranged in advance with the office.

## **STUDENT BEHAVIOR – ALL TIMES**

Students should arrive 5-10 minutes before their scheduled lesson or class time.. If a student has not arrived within 5 minutes of a class beginning, a parent or guardian will be called. **Please call the Student Services Office if you know you will be late to a class or lesson.**

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While waiting for a lesson or class to begin, it is expected that the student demonstrates 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 needs to reach their parent or guardian, we welcome the use of our office telephones with staff supervision.

## **MISSED LESSONS AND CLASSES**

### **Academic Year -**

- **Unexcused Absences**
  - Lessons canceled by a student with less than 24 hours notice are not eligible for a makeup, with some exceptions for illness. A makeup for a lesson canceled as such may be given at the discretion of the individual instructor only.
  - No-show lessons, or lessons missed without notifying the instructor, are not eligible for a makeup.
- **Excuses Absences**
  - Lessons canceled by a student with adequate notice are eligible for a makeup.
  - Lessons canceled by an instructor are eligible for a makeup.
  - Lessons canceled due to PAS closings in inclement weather are eligible for a makeup. A teacher may opt to offer that lesson virtually. This will be up to the discretion of an individual instructor and communicated by them accordingly.
- **Makeups**
  - Any make-up lessons will be scheduled at the mutual convenience of instructor and student during a make-up week/day and must be used by the end of the Academic Year on June 30, 2023.
  - Group classes missed by an instructor will have a substitute or be rescheduled and made up by the end of the season or academic year semester. Group classes missed by the student for any reason are not eligible for makeups.
  - **Please note:** Time for makeups is built into our Academic Year calendar. However, should cancellations happen too often, it may not be possible for all lessons to be completed on time. As such, teachers are only obligated to makeup two lessons missed on account of a student per Academic Year Semester (i.e. Fall or Spring) for Academic and Semester Packages. Any additional makeups are not obligatory and at the discretion of the individual instructor only. No makeups can be provided on Introductory Packages.

**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 during summer. Any summer makeups are at the teacher's discretion. Private lessons missed by a teacher are rescheduled by mutual arrangement.

## **WEATHER CLOSINGS**

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

Private lessons and classes may be offered virtually **up to an individual instructor's discretion**, and parents will be notified by their instructor.

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## **RECITALS AND PERFORMANCES**

Students are entitled performances/recitals per academic year depending on the package of lessons they have enrolled for. 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 otherwise requested by the teacher.

### **ETIQUETTE:**

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 for their guests to arrive punctually before the start of the recital. 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 out of respect for all performers. 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, and all devices MUST be turned off or set to silent during a performance. Pictures and video are acceptable– unless otherwise stated– and without the use of flash, as it is distracting to the performer. There should be no eating or drinking in either recital hall.

## **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.

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## **ACCEPTANCE OF TERMS AND CONDITIONS**

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.

## **LIABILITY**

As such, the participant fully agrees to indemnify, release and hold harmless the Wharton Institute for the Performing Arts (Wharton), its agents, representatives, and employees against any and all claims, demands, damages, and any and all other liabilities including but not limited to injury, illness and/or pandemic events such as COVID-19, to the student which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by Wharton, its agents, representatives, or employees. The participant further agrees to hold harmless and indemnify Wharton against damages to Wharton property caused by the student named above. In addition, the undersigned agrees to indemnify and hold harmless Wharton against any damages and/or any injury caused to another person by the student named above on its premises and/or at its events.

## **STUDENT SERVICES CONTACT INFORMATION**

**Natasha Loomis – Director of Student Services – [natasha.loomis@whartonarts.org](mailto:natasha.loomis@whartonarts.org)**

**Sarah Peterson – Student Services Associate – [sarah.peterson@whartonarts.org](mailto:sarah.peterson@whartonarts.org)**

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