

REGISTRATION

In order to register for lessons, classes, or camps, new students must first create an account with [Wharton Arts](#). For students under 18, an account must be established under a parent or guardian and then the student(s) may be added as a family member(s).

Registration is available on a rolling basis throughout 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.
- 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.
- 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.
- Please note: Private lesson packages include a participation fee for a recital(s), which is equivalent to the price of one lesson. Recital participation is not mandatory but is strongly encouraged. This fee is non-refundable with the exception of a prorated package of six lessons or less, in which case the recital becomes optional.
- For students enrolled in the Fall Semester Package, *tuition for the Spring Semester is automatically charged on **January 15th** unless WA is notified in writing before **December 15th***. Spring Semester tuition will be due in full for any withdrawal requests received after December 15th.

PAYMENT PLAN

- A credit card is required on file to set up a payment plan.
- There is a fee of \$25 for an Academic Year plan or \$15 for a Semester plan.
- A deposit is due upon registration, prior to the first day of classes.
- Monthly payments are due on the 8th of each month from October through March and will be charged automatically to the credit card on file.

FINANCIAL ASSISTANCE

- Financial assistance is available during the Academic Year (September through June) via the following [Financial Assistance form](#).
- Forms will be submitted to the Director of Finance.

DISCOUNTS

- **Referral** - When current PAS students refer a new student, they receive a \$25 credit for private lessons or \$15 credit for group classes. The new student receives \$25 off their enrollment in private lessons or \$15 off their enrollment in group classes at the time of registration.
- **Multiple-program** - Families enrolling across multiple WA programs (i.e. NJYS, NJYC, PAS) will receive 5% off the tuition of lesser value, applied at time of enrollment.
- **Sibling** - Families enrolling multiple students will receive 5% off the tuition of lesser value, applied at time of enrollment.
- **Family registration discount** - Registration fees are \$60 per individual student or \$90 for families with 2+ students.

MINIMUM ENROLLMENT

Academic Year - For each group class, a minimum student enrollment is required for the class to be held. If minimum enrollment has not been met, WA will consider alternatives to accommodate enrolled students. In some cases, a change in duration or modest increase in the fee can make it possible for the class to be held with fewer students.

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, WA will contact you with alternatives.

WITHDRAWALS AND REFUNDS

All requests for withdrawal from private lessons or group classes must be submitted in writing to the Director of Student Services.

Academic Year (Private Lessons)

- Withdrawals made prior to the beginning of the Academic Year will result in a 100% tuition refund excluding the non-refundable Registration Fee.
- Students who withdraw from Private Lessons once a semester has begun are eligible for a prorated tuition refund based on the date written notice of withdrawal is received by the Director of Student Services. Registration and recital fees are non-refundable.
- Withdrawals will be refunded or credited as follows:
 - On or before November 15 (*Fall Semester/Academic Year*): 50% refund of prorated tuition balance
 - On or before April 1 (*Spring Semester/Academic Year*): 50% refund of prorated tuition balance
 - Students who withdraw after April 1 will not receive a refund.

Academic Year (Group Classes)

- Withdrawals made prior to the start of the class will result in a 100% tuition refund excluding the non-refundable Registration Fee.
- Withdrawal before the second class 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)

- Withdrawals made prior to the beginning of the summer will result in a 100% tuition refund.

Summer (Camps)

Withdrawals from summer camp made:

- Four weeks prior to the first day of the camp will result in a 100% 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 only if approved by the camp director.

STUDENT DROP-OFF AND PARKING POLICY

- All children under the age of 12 must be walked into the building by a parent, guardian, or caregiver. If a parent/guardian/caregiver leaves the building during the child's lesson, the instructor must be given the cell or other number to reach them in case of emergency.
- All vehicles must park in the PAS parking lot. Street parking should be avoided unless there are no spaces in the 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.
- Summer Pick-Up and Drop-Off: Unless early drop-off is arranged ahead prior to the start of camp for a nominal fee, campers may not arrive at PAS more than 10 minutes prior to the start time of camp. 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. 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 EXPECTATIONS

- Students should arrive 5-10 minutes before their scheduled lesson or class time. Please call the Student Services Office if you know you will be late to a class or lesson.
- 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.

- While in a lesson or class, student cell phones must be away and on silent. 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.

PARENT EXPECTATIONS

- Parents will be required to attend a minimum of one lesson per semester in order to stay apprised of student progress and practice expectations.

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.
 - Lessons missed without notifying the instructor are not eligible for a makeup.
- **Excused Absences**
 - Lessons canceled by a student with more than 24 hours' 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 at the mutual agreement of student and instructor only.
- **Makeups**
 - Makeup lessons will be scheduled at the mutual convenience of instructor and student and must be used by the end of the Academic Year.
 - Group classes missed by an instructor will have a substitute or be rescheduled and made up by the end of the season or 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. Teachers are only obligated to make up two lessons missed on account of a student per Semester (i.e. Fall or Spring). Any additional make-ups are not obligatory and at the discretion of the individual instructor only. No makeups can be provided on Introductory Packages.
 - Lessons cancelled by a student past the allotted 2 makeups per semester that cannot be rescheduled are not eligible for refund.

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 make-ups are at the teacher's discretion. Summer private lessons missed by a teacher are rescheduled by mutual arrangement.

UNSCHEDULED CLOSINGS

For weather-related or other unscheduled closings, PAS will post closing notification on its website 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.

RECITALS AND PERFORMANCES

- Culminating recitals are included in Academic Year, Semester, and Flex Lesson Packages. Recitals occur twice a year in Winter and Spring.
- One rehearsal with a WA collaborative pianist per recital is included in all Academic Year, Semester, and Flex Lesson Packages, equivalent to 1/3 of the time of a student's regular lesson.
- 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).
- Other performance opportunities for students can be found in the PAS School Calendar.

ETIQUETTE

- 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 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 electronic devices is strictly prohibited, and all devices MUST be turned off or set to silent during a performance. Non-flash photography and video are acceptable, unless otherwise stated,
- Eating and/or drinking is not permitted in the recital hall.

PHOTOGRAPHY, VIDEO, AND AUDIO RECORDINGS

WA may photograph, video, or audio-record lessons, classes, camps, and performances. WA reserves the right to use these photos, videos, and audio recordings for publicity purposes including WA'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 WA 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.

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 Arts (WA), 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 WA against damages to WA 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

Phone – 908-790-0700