



RUTGERS[®]

Community Arts

Summer Program Policies and Procedures

Welcome to Rutgers Community Arts!

We wish you a wonderful experience participating in our summer programs. Please read this document carefully before continuing with the registration process.

Please address questions concerning our policies [to summer@mgsa.rutgers.edu](mailto:summer@mgsa.rutgers.edu).

Registration

Rutgers Community Arts offers **online registration** for all summer programs.

- Please visit www.masongross.rutgers.edu/summer to locate the program in which you intend to enroll.
 - Please initiate the registration process by clicking on the program name and then following registration instructions provided on the program web page.
 - Please note that registration by phone is not accepted for any program.
 - Complete the online registration process as prompted; please proceed to follow instructions to complete payment of required fees.
 - Students wishing to register for a Rutgers Summer Acting Conservatory must await acceptance notification prior to registering. Please visit the [RSAC page](#) for more details.
 - Students wishing to register for a Rutgers Summer Dance Conservatory must await acceptance notification prior to registering. Please visit the [RSDC page](#) for more details.
 - All program registrations require payment in full or a credit-card-based payment plan.
 - Please note that Rutgers' Tax ID number is 22-6001086. This may be helpful for tax purposes next year.
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Notification & Communication Policy for all programs:

- **All notifications and communications will be made via email.** Please be certain to provide a current email address at the time of application.
 - Please be aware that emails sometimes go to spam/junk folders. Please check your spam/junk folders regularly and add our email to your address book.
 - Applications will be acknowledged within a week of submission.
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Inclusivity

Rutgers Community Arts welcomes participants of a wide variety of backgrounds and special needs. Please contact our office to discuss any accommodations that may be required for a successful program experience.

Payment Procedures

- **Auto billing is required of all participants.** Our online registration system provides convenient payment options. Participants have the option to pay in full at the time of registration, or to set up a payment plan for installment payments.
 - All payment plans require a credit card on file and auto-billing.
 - The number of payment installments and individual payment due dates can be customized.
 - Payment plans are not available for registrations made after the payment-in-full deadline has passed.
 - Please do not leave your credit card number in email messages or on our voicemail service. We are not able to directly process any card numbers.
 - It is the responsibility of the student to notify the Community Arts office of any changes to his/her address, telephone number, email address, or relevant payment information.
 - **Payment in full due date for all programs:** One week prior to program session start date.
 - **Students registering/applying after payment in full deadline has passed** must pay the required program registration and tuition in full at time of registration; payment plans are not available.
 - **Failure to pay in full:** Tuition must be fully paid prior to the start of each session. Students with unpaid invoices will not be allowed to participate. No refunds will be issued for failure to pay.
 - No refunds will be processed for individuals removed from program rosters for incomplete payment after the payment in full due date.
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Rutgers University Cancellation Policy

Rutgers University reserves the right of cancellation for any summer program, in which case a full refund will be made to those registered. We will notify you of cancellation at least one week before the start date of the program.

Participant Withdrawal (Cancellation) Policy

All participant withdrawal (cancellation) requests must be made in writing to summer@mgsa.rutgers.edu. Requests will be considered valid as of the date the email was received.

Refunds or credits for participants who wish to cancel their registration for summer sessions will be handled in the following manner:

- Student withdrawal (cancellation) submitted more than 3 weeks before start of their program will result in a full refund or credit.
- Student withdrawal (cancellation) submitted less than 3 weeks before the start of their program will result in a refund or credit, less a withdrawal fee equal to 25% tuition.
- Student withdrawal (cancellation) submitted less than one week before the session begins: No refund.

Student Medical Withdrawals

- Students withdrawing from the program for medical reasons must provide written documentation of injury or medical concern from a medical professional that includes notification that participation in the program is not possible. If withdrawal occurs after the start of the program, refunds will be prorated according to dates of attendance. Written documentation must be submitted within 48 hours of injury or illness.
- Students who wish to withdraw for medical reasons that are not substantiated by a medical professional as required will receive refunds as described in the Student Cancellation Policy (above).

Request for refund due to medical withdrawal must be made in writing to summer@mgsa.rutgers.edu.

Programs Subject to Change Notification

- All aspects of summer programming are subject to change. We reserve the right to substitute instructors, add or remove curricular or extra-curricular components and to alter the schedule, as necessary.
- Refunds –in full or in part– will not be made as a result of program change or modification.

Student Behavior

Rutgers Community Arts reserves the right to dismiss any student for inappropriate behavior.

- Students are provided with clear guidelines for behavior during an orientation session at the start of each session.
- Refunds will not be provided to any students dismissed from the program for inappropriate behavior.
- Examples of inappropriate behavior that may result in dismissal: bullying, failure to obey Community Arts policies and procedures, and abusive behavior towards faculty and staff.
- In most cases, students are informed of behavioral issues detected by faculty and/or staff and given the opportunity to modify their behavior while continuing in the program.
- Rutgers Community Arts reserves the right to dismiss students without warning in cases of egregious breach of policies and/or procedures, or in cases where the safety and well-being of other participants is threatened.
- Parents of minors will be informed of any pending disciplinary action.

Waivers

At the time of registration, you will be required to accept a waiver of liability that includes the following language:

Liability

In consideration of my child's participation in the summer program(s) operated by Rutgers Community Arts, a Division of Mason Gross School of the Arts, Rutgers University, I waive, release and discharge any and all claims for death, personal injury or property damage against Rutgers, The State University, its officers, agents and employees which my child may have, or which may hereafter occur as a result of my child's participation in the activities. I agree to indemnify and hold harmless Rutgers, The State University, its officers, agents and employees from any claim or loss for death, bodily injury or property damage arising in any manner out of my child's presence or participation in these activities. It is further understood and agreed that this waiver, release, indemnity and assumption of risk is to be binding on my heirs and assigns.

Photography, Video, and Audio Recordings

I understand that audio recordings, photos, and/or video recordings of program participants, including my child, may be published. I hereby give consent for my child to be audio recorded, photographed, or video recorded in connection with participation in the summer program(s) operated by Rutgers Community Arts. I further agree that all such audio recordings, photos, or video recordings shall be the exclusive property of Rutgers, The State University of New Jersey and, subject to the limitations expressed below, I release and give Rutgers all rights of ownership and all rights to copy, publish, and use such audio recordings, photos, or video recordings. I acknowledge and agree that Rutgers may use any and all of the media for educational and promotional purposes, including but not limited to publication in brochures and other promotional materials and on the University's websites. I understand that Rutgers will not identify my child by name.