



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.

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.
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PARENT/GUARDIAN CONSENT FOR YOUTH PARTICIPANT VIRTUAL PROGRAMMING

Although the event coordinator(s) will use the utmost precaution in guarding the health of the above participant, I hereby RELEASE, WAIVE, AND DISCHARGE Rutgers, The State University of New Jersey and their respective employees, agents, representatives and volunteers from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury that may be sustained by my child, or to any property belonging to me, while participating in the Program. I am fully aware of the risks and potential hazards connected with participating in the Program, including but not limited to, the risk of data mining, phishing, viruses, malware, data breach of online information, cyberbullying, exploitation, victimization, cyber-stalking, online grooming, cyber predators, image replication, and I hereby elect to voluntarily participate in the Program.

In case of sudden illness or an accident seen on-screen during the activities associated with this virtual program, I authorize the chaperone(s) to take such action as seems appropriate to protect the health and well-being of the above participant. This may include contacting 9-1-1 to send immediate assistance to the address on file for emergencies. All efforts will be made to contact the parent(s) or guardian(s) in case of emergency.

Photography, Video, and Audio Recordings

Media and Communication Policy Rutgers University routinely promotes programs involving minors through various media, including but not limited to newsletters, newspapers, brochures, and displays. 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 classes, private lessons, ensembles, summer camps and special events operated by Rutgers Community Arts of Rutgers University. 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 and social media. I understand that Rutgers will not identify my child by name.

I understand that this Program is conducted in an online/virtual environment and electronic communications will be necessary. The program coordinator(s) agree that such communications will be focused on topics related to the Program activities, no private communications will occur with youth participants, and the Community Arts office email account will be included on all communications with my son/daughter.

Program Code of Conduct

The Program has established rules and standards of conduct to ensure the safety and well-being of all participants. These apply to all participants including minors, their parents, program staff and volunteers. It is the responsibility of the parent/legal guardian and the participant to review the Program Code of Conduct.

Expectations of Youth Participant:

- Conduct myself in a courteous manner and treat members, parents, volunteers, staff, and others with respect.
- Harassment will be not tolerated. Hazing of any kind is prohibited. Cyberbullying is prohibited.
- The inappropriate use of imaging, screenshots, and digital devices is prohibited.
- I agree to follow all reasonable staff, volunteer and guest instructions and raise concerns respectfully.
- Dress appropriately when on video and ensure background is appropriate.
- Appropriate language is expected at all times (including in video, phone and/or group activity forums/chats).
- Participate in the digital environment to the same standard as a physical environment, including participating when called on, listening attentively, and minimizing distractions to others.
- Report inappropriate or illegal online behavior to program coordinators and/or to my parents.
- Violation of any of the above may result in dismissal or corrective action.
- Depending on the violation this may include; (a) verbal warning, (b) contact parent/guardian, (c) participant and parent/guardian sign a corrective action plan, and/or (d) immediate suspension or termination from the Program.

The following may result in dismissal from the program:

- Bullying, harassing or using derogatory language towards another person or group of people.
- Being under the influence of alcohol or drugs.
- Repeated absences or failure to meet agreed upon program work requirements.
- Violation of a University code, policy, or regulation.

PARTICIPANT AGREEMENT

I understand that as a condition for participating in the Program, I must comply with the Program's rules and standards of conduct and follow all reasonable direction of the program staff. Failure to comply may result in disciplinary action including dismissal from the Program and I may be prohibited from attending and participating in this event and future programs at Rutgers University.

As the parent/guardian I will support my child's participation by:

- Making arrangements so my child is able to attend and sign-in on time and be prepared.
- Allowing time at home for my child to complete required assignments or activities.
- Communicating with staff prior to program start time if my child must be absent.
- Not making inappropriate requests of staff that conflict with program guidelines.
- Working together with program staff to resolve issues that arise with my child.
- Reporting illegal or inappropriate online behavior by staff or other program participants to program coordinators. o Other University

Resources https://ipo.rutgers.edu/sites/default/files/Reporting_POM_Incidents.pdf

PARENT/LEGAL GUARDIAN AGREEMENT

I have received a copy of the rules for this Program and agree to abide by them. I have conveyed this information to the youth participant for which I am responsible. I understand that my child's violation of the rules and standards of conduct or failure to comply with the reasonable direction of Program Staff may result in my child's dismissal from the Program. I accept responsibility for all costs that may be associated with removing my child from the Program. I understand that dismissed participants may not be eligible for a refund of any fees or expenses associated with this activity.

IN AGREEING TO THIS CONSENT FORM, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducement, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of

age and fully competent and I am the parent or guardian of the child participant, and I execute this Consent Form for full, adequate and complete consideration, fully intending to be bound by same.