



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.

These policies apply exclusively to Rutgers Community Arts summer camps and intensives. Classes that meet weekly and private lessons should refer to these program policies and procedures:

<https://www.masongross.rutgers.edu/wp-content/uploads/2022/03/RCA-Policies-3.25.2022-RB.pdf>

Please address questions concerning our policies to Communityarts@mgsa.rutgers.edu, (848) 932-1500.

Registration

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

- Please visit <https://sites.rutgers.edu/mgsa-community-arts-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 program requiring an audition must await acceptance notification prior to registering.
- All program registrations require a deposit and credit-card-based payment plan.
- Please note that Rutgers' Tax ID number is 22-6001086. This may be helpful for tax purposes next year.

Auditions

Programs requiring auditions or interviews: Rutgers Summer Dance Conservatory; Rutgers Summer String Program; Young Actors Workshop.

- **All other programs do not require an audition before registration.**
 - Please note that the Rutgers Summer Jazz Institute and Rutgers Symphonic Wind Band Camp do not require an audition, however, a performance sample video may be submitted to facilitate optimal ensemble placement.
- **Audition/Placement Video Submissions are accepted for many programs.**

- Visit <https://sites.rutgers.edu/mgsa-community-arts-summer/> to locate the program in which you intend to enroll. Each program will have specific audition interview/placement/audition requirements, and video submission guidelines included.

If you have trouble uploading your video at any time, you may also upload your video to a personal YouTube channel and email the video URL to communityarts@mgsa.rutgers.edu.

Audition videos will be reviewed as soon as possible following submission.

- As Mason Gross collegiate faculty members typically evaluate videos, academic duties may prevent an immediate review.
- Please feel free to contact the Community Arts office for an update on your audition/interview video review at communityarts@mgsa.rutgers.edu.
- **Audition/Interview outcome is notified via email.**
 - Students (or a student's family) will be notified via email of acceptance/non-acceptance.
- **Registration is only allowed for students who have been formally accepted to the program via the audition/Interview process.** Once notified of acceptance, one may proceed with registration.

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.
- Application receipt will be acknowledged within a week of submission.
- Occasionally electronic communications will be necessary with the participant. 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 in all communications.

Payment Procedures

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.

- **Payment in full due date for all programs:** One week prior to program session start date.
- **Failure to pay in full:** Applicants whose payment has not been received in full by the published due date will risk having their program registration revoked.
- No refunds will be processed for individuals removed from program rosters due to incomplete payment.
- **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 may not be available after the program's specified payment-in-full deadline.
- **Auto billing is required for all participants.** Our online registration system provides convenient payment options. We require that all applicants participate in auto payment. Any balance due at the time payment is due in full and will be automatically billed to your credit card.

- It is the responsibility of the adult student, parent, or guardian to notify the Community Arts office of any changes to his/her address, telephone number, email address, or relevant payment information.
 - Participants may incur additional fees after the program for the replacement of dorm keys, swipe cards, and meal wristbands.
 - Room Key Replacement: \$80.00
 - Access Card Replacement: \$10.00
 - Meal Wristband Replacement: \$1.00
 - Non-payment of Community Arts charges will be sent to a third-party collection agency once the account is 120 days past due. This will immediately increase your balance due by 30% or more, as you will be responsible for the agency fees. Once your account is placed with an agency, you will not have the option to call our office and resolve this delinquency.
 - **Payment plans available**
 - All payment plans require a credit card on file and auto-billing. Clients are able to set up their own payment plans including the number of payment installments and individual payment due dates.
 - Payment plans are not available for students applying for programs after the payment-in-full deadline has passed.
 - Please contact our office with any questions pertaining to payment.
Please do not leave your credit card number on our voicemail service. We are not able to process any card numbers from messages left on our voicemail service, or over the phone
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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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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 the 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 communityarts@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:

- For programs with a start date in the month of July: Student withdrawal (cancellation) prior to June 15, 2022, will result in a full refund or credit.
- Student withdrawal (cancellation) after June 15, 2022: 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 communityarts@mgsa.rutgers.edu.
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Students with Special Needs

Rutgers Community Arts welcomes the participation of students with special needs in our summer and year-round programs.

- Parents of children with special needs must provide a completed Care Plan for Children with Special Health Needs form. This form is included in the health forms portion of your online registration process. Once completed, it must be uploaded to your registration profile.
 - As the term 'special needs' is quite broad, we do encourage parents of students to contact us directly to review the suitability of the program you wish to attend.
 - Families of special needs students may be required to engage a qualified care provider to be present during the program.
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Medical Records

- Required medical forms are available to you during the online registration process.
- All registrants will be asked to provide dates of recent immunizations or the appropriate exemption forms.
- All registrants must have US-based health insurance for the duration of the program.
- Some forms may be completed and submitted entirely online while others require you to download, supply needed information and doctor's signature, then upload.
- **All forms must be submitted via your program registration portal.** No forms may be submitted to the Community Arts office.

IMPORTANT: *all students must submit required health information by published due dates. Failure to submit required health information may result in the student being removed from the program. Refunds will not be issued for individuals removed from program participation due to failure to submit required health forms in a timely fashion.*

RCA & Rutgers COVID Policy

- RCA follows all university guidelines and procedures regarding Covid-19 status and response. We will modify or change our policy to match the university policy as needed. The current operating status and policy for Rutgers can be found here: <https://coronavirus.rutgers.edu/>

- These are the current university policies relating to summer camps and vaccinations: <https://policies.rutgers.edu/60-1-36-currentpdf>
- All summer participants must be fully vaccinated by the start of their program and will be asked to submit documentation with their registration. Currently, administration of a primary series of any COVID-19 vaccine authorized or approved for use in the United States by the United States Food and Drug Administration (FDA) and recommended by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC) is required by the University. The University, in accordance with CDC Guidelines, reserves the right to amend and add additional requirements. As of the date of this Policy, there are currently three COVID-19 vaccines authorized for emergency use or approved by the FDA and recommended by the ACIP: two mRNA vaccines (Pfizer-BioNTech, Moderna) and one viral vector vaccine (Janssen [Johnson & Johnson]).
- No exemptions can be given to minor participants.
- Students who are unable to provide proof of full vaccination will not be permitted to participate and will have their enrollment canceled.

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, smoking, drinking alcohol, being in possession of alcohol, use of illegal drugs, possession of illegal drugs, unapproved use of prescribed medication, failure to obey Community Arts policies and procedures, abusive behavior toward faculty and staff, theft, and vandalism of university facilities or property.
- 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.

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 the following: (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.
 - Other University Resources
https://ipo.rutgers.edu/sites/default/files/Reporting_POM_Incidents.pdf

Waivers

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.

Medical

In the event of injury or illness, I hereby voluntarily consent and give permission for my child to receive emergency medical treatment, if necessary, from the local hospital emergency room. It is understood that every effort will be made to contact me before taking this action.

I understand that Rutgers University is not providing any medical health coverage to participants. I understand that any medical charges will be paid by me or my insurance.

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.

PARENT/GUARDIAN CONSENT FOR YOUTH PARTICIPANT IN 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.

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.

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.