



Policies & Procedures

REGISTRATION

Private Lessons

Academic Year Registration

- The Academic Year Registration option comprises a 30-week schedule of weekly private lessons, September through June.
- There is no registration fee for the Academic Year Registration option.
- Registration fees are waived for students who continue from their Academic Year Registration to a full summer semester registration.
- Late registrations are welcome and will be prorated.
- Rutgers Community Arts does not offer the option to schedule or invoice Academic Year Registration students on a weekly or bi-weekly basis.
- Two make-up lessons per year are offered for planned student absences. Please notify the Rutgers Community Arts office 24 hours in advance of an absence to schedule a make-up lesson. Excused absences will be rescheduled to the same day and time on the first available make-up week, reserved at the end of the academic year.
- Refunds or credits are not provided for student absences.
- Students are not charged for scheduled closures. Please see below for a list of holiday closures.

Single Semester Registration

- Students may opt to register for weekly private lessons by semester:
 - Fall/Spring: 13 weeks per semester
 - Summer: 6 weeks
- A \$50 fee is assessed with each Single Semester Registration.
- Mid-semester registrations are welcome and will be prorated.
- Rutgers Community Arts does not offer the option to schedule or invoice Single Semester Registration students on a weekly or bi-weekly basis.
- One make-up lesson per semester is offered for planned student absences. Please notify the Rutgers Community Arts office 24 hours in advance of an absence to schedule a make-up lesson. Lessons will be rescheduled to the same day and time on the first available make-up week, reserved at the end of each semester.

- Refunds or credits are not provided for student absences.
- Students are not charged for scheduled closures. Please see below for a list of holiday closures.

A la Carte Lessons

- Students may arrange for occasional or additional private lessons at any time of the year, excluding holidays and closure dates.
- A \$10 premium is added to each a la carte lesson, on top of the regular tuition cost.
- Make-up lessons, refunds, and credits are not provided for a la carte lesson student absences.

Classes & Ensembles

- Students register for a full semester of instruction at the start of each semester; schedule varies by program.
- Mid-semester registrations are welcomed, and will be prorated.
- Make-up lessons, refunds, and credits are not provided for student absences.

BILLING & SCHEDULING

Payments

- Online registration and auto billing are required of all participants.
- Participants have the option to pay in full at the time of registration, or to set up a monthly 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 require a \$100 deposit subtracted from the invoice amount, and a \$20 added processing fee
- Rutgers Community Arts cannot directly process credit card numbers. Participants are not permitted to give credit card numbers over the phone or in email messages.
- All invoices must be paid in full **or** a payment plan set up no later than one week prior to the start of lessons or classes.
- Students with a balance due are not permitted to participate in recitals or showcases.
- 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

Schedule and Holidays

- If Rutgers University cancels classes due to inclement weather, Rutgers Community Arts will also cancel classes. Please refer to the Rutgers Campus Status Page or call the Community Arts office at 848-932-1500 for closure notices.
- Calendar for the 2022-2023 Academic Year, subject to change.

9/10	Start	Fall Dance Classes
9/12	Start	Fall and Academic Year Private lessons
9/24	Start	Fall Visual Arts & Choirs
11/23-11/27	CLOSED	Thanksgiving Break
12/17	Last Day	Fall Semester Registration Lessons (13 weeks), Make-ups to follow
12/17	Last Day	Fall Visual Arts & Choirs (12 weeks), Make-ups to follow
12/19-1/1	CLOSED	RCA Winter Break, no classes or lessons
1/7	Last Day	Fall Dance Classes (15 weeks), Make-ups to follow
1/16	CLOSED	Martin Luther King, Jr. Day
1/31	End	Fall Semester Registration Private Lessons, Dance, Visual Arts
2/1	Start	Spring semester private Lessons, Spring Dance, Visual Arts, and Choirs
4/9-4/15	CLOSED	Spring Break, no classes or lessons
4/29	Last Day	Spring Visual Arts and Choirs (12 weeks), Make-ups to follow
5/2	Last Day	Spring Semester Registration Lessons (13 weeks) Make-ups to follow
5/6	Last Day	30-week Academic Year Registration Lessons, Make-ups to follow
5/23	Last Day	Spring Dance Classes (15 weeks), Make-ups to follow
5/29	CLOSED	Memorial Day
6/13	End	Spring Semester and Academic Year Registration

Instructor Absences

- Rutgers Community Arts may provide a substitute instructor to teach during planned instructor absences.
- If a substitute is not provided, cancelled classes and lessons will be made up on the same day and time, during the make-up weeks reserved at the end of each semester.

Administrative Cancellations & Changes

- Rutgers Community Arts reserves the right to cancel courses with insufficient enrollment or when facilities become unavailable; or change instructors when warranted.
- In the event a course is canceled by Rutgers Community Arts, an alternate registration option or full tuition refund will be offered.
- All published course schedules are subject to change. Please refer to our website for up-to-date course information.

Refunds & Cancellations

- 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.
- Students registered for 30-week academic year private lessons may withdraw within their first 4 weeks of lessons without penalty. After that point, withdrawals for the spring semester may be submitted before December 1, 2022.
 - Lessons for academic year students who withdraw for the spring semester before December 1, 2022 will run through the week of December 12, 2022. Make-up lessons for one student absence, if applicable, and any staff absences

- will be calculated and scheduled to the first available make-up week(s) in January 2023.
- Withdrawals for the spring semester submitted before December 1, 2022 will have any balance due charged, if applicable, to be paid prior to the end of scheduled lessons.
- Withdrawals for the spring semester submitted before December 1, 2022 will have unused tuition credited and/or payment plans cancelled for all lessons scheduled to occur after January 31, 2023.
- Refunds or credits for Single Semester registration private lessons or group class participants who wish to cancel their registration will be handled in the following manner:
 - Cancellations requested more than one week before the start of lessons or classes will result in a full refund or credit.
 - Refunds are not available for cancellations requested less than one week before the start of lessons or classes.
 - No refunds can be processed after the payment transaction is 12 months old.

INSTRUCTION MODES

In-person Instruction

- Students enrolled for in-person instruction must adhere to all Rutgers Community Arts and Rutgers University COVID-19 safety protocols, which are subject to change at any time during the semester.
- Failure to adhere to safety protocols may result in cancellation of registration, at the discretion of the Rutgers Community Arts Director.
- Rutgers Community Arts staff will have access to view all classes and lessons for supervisory purposes.

Remote Instruction

- Rutgers Community Arts remote classes and lessons will be held using the Rutgers video conference service Zoom.
- No other technology systems may be used for instruction at Rutgers Community Arts.
- All instruction is recorded and archived as part of our Protection of Minors policy. Only Rutgers Community Arts staff will have access to view classes, lessons, and archived recordings, and they will be used only for supervisory purposes.

PARENT/GUARDIAN CONSENT FOR YOUTH PARTICIPANTS

Release of Liability

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 in-person or on-screen during the activities associated with this program, I authorize the chaperone(s) to take such action as seems appropriate to protect the health and well-being of the participant. This may include contacting 9-1-1 to send immediate assistance, and in the case of virtual events 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.

Communication with Minors

I understand that some programs are conducted in an online/virtual environment and in many cases 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 not be 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.
- Disrespectful or aggressive language or actions toward any Rutgers Community Arts or Rutgers University staff or faculty. This applies to all participants including minors, their parents, program staff and volunteers.

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 is 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 can be found at:
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.



85 George Street
Rehearsal Hall, room 101
New Brunswick, NJ 08901

848-932-1500

communityarts@mgsa.rutgers.edu

<https://www.masongross.rutgers.edu/degrees-programs/community-arts/>