



Dear Parent/Guardian,

Thank you for your interest in enrolling your child in one of the programs at Imagination Stage!

Please read the following information regarding our financial aid application process. If you have applied for financial aid in the past, please note that our policies may have changed since your last application. Please read this page **before** signing the financial aid form. Please note: we cannot process your request without your signature, a completed form, and all of the attachments listed below.

A complete application must include the following:

1. Letter of Need- In a separate document, please explain, in *as much detail as possible*, the reasons you are requesting financial aid. Please include **(a) your gross annual household income**, and **(b) the following monthly information in your statement: housing, food, medical, and transportation expense**. This statement will be read by the Financial Aid Committee and will be kept confidential.
2. Registration Form- Please fill out the Imagination Stage Summer 2017 registration form found at the end of this document or on our website, [here](#).
3. Tax Forms- Please include your most recent tax forms **i.e. the first two pages of your 1040 form**.
4. Financial Aid Form- Please complete the form on the following page.

All paperwork must be submitted together. Applications will not be considered without all four items outlined above.

They are **required**.

How to submit: There are two ways to submit your completed application: **1.** You may e-mail them to **Krystle Seit**, kseit@imaginationstage.org or **2.** Mail them to her attention at Imagination Stage, 4908 Auburn Avenue, Bethesda, MD 20814. You may also drop them off in person at Imagination Stage.

Financial Aid Application Policies:

- (1) No more than one (1) program per semester will be approved for any one (1) student. Programs are defined as weekly classes/production workshops, performing companies, and summer camps.
- (2) The maximum amount that may be awarded in financial aid per family is \$1000.
- (3) Your award may be used only for those summer programs for which you have applied for financial aid.
- (4) Fraudulent information will result in permanent ineligibility for financial aid.

Please contact Krystle Seit at 301-280-1663 or kseit@imaginationstage.org should you have questions.



SUMMER 2017 FINANCIAL AID FORM

If handwritten, please print clearly

Parent Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail Address: _____

STUDENT #1: Name: _____ Age: _____ Grade: _____

Please list the class for which you are applying for financial aid:

1. Camp Program Name: _____ Week(s): _____ Tuition Amount: _____

STUDENT #2: Name: _____ Age: _____ Grade: _____

Please list the class for which you are applying for financial aid:

1. Camp Program Name: _____ Week(s): _____ Tuition Amount: _____

*****Deadlines for Financial Aid Applications*****

All applications must be received by the following dates:

For Fall 2016 Semester: Deadline: August 22nd; Notification: September 7th

For Winter Spring 2017 Semester: Deadline: December 28th; Notification: January 6th

For 2017 Summer Camps: Deadline: April 25th; Notification: May 10th

I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND POLICIES FOR FINANCIAL AID APPLICATIONS FOR IMAGINATION STAGE. I ALSO UNDERSTAND THAT THE NUMBER OF RECIPIENTS AND AMOUNT AWARDED IN FINANCIAL AID IS DETERMINED, IN PART, BY THE AMOUNT OF FUNDS DESIGNATED FOR FINANCIAL AID FOR THE FISCAL YEAR AND THAT APPLYING FOR FINANCIAL AID DOES NOT CONSTITUTE A GUARANTEE OF RECEIPT OF FINANCIAL AID.

SIGNATURE

DATE

Imagination Stage Summer 2017 Camp Registration Form



REGISTER:

Online: www.imaginationstage.org

In Person: Complete this form and drop off at the IStage Reception desk.

Phone: 301-280-1636

Mail: 4908 Auburn Avenue, Bethesda, MD 20814

• Only one student per form. Incomplete forms will not be processed.

If you have any questions or require an itemized receipt, contact our registrar at registration@imaginationstage.org.

Student Name (Last Name, First Name)

Date of Birth (MM/DD/YY) Gender (M/F)

Name of Academic School Enrolled Fall 2017 Academic Grade

Are You the Parent/Guardian Of This Child? Y N

If No, Please Identify Relationship

Parent /Guardian Name #1 (Last Name, First Name)

Parent /Guardian Name #2 (Last Name, First Name)

Preferred E-mail (REQUIRED FOR CONFIRMATION)

Preferred Mailing Address

City State ZIP Code

Preferred Phone

Additional Phone (if differs from Preferred) & Type (Home, Cell, or Work)

Student Emergency Contact (First Name, Last Name, Phone Number/Relationship to student)

(Please list an individual other than parent/guardian. Parent/guardian will be contact first in the event of an emergency)

For Internal Use Only: ____ Processed ____ Emailed
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Special Needs/Notes/Medications:

In order to best serve each student, please list all physical, cognitive, medical, emotional, or learning needs you would like us to know.

Any additional notes for the Registrar?

How did you learn about this IStage camp?

CHOOSE YOUR CAMP

Camp #	Camp Name	Tuition
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Camp #	Camp Name	Tuition
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Camp #	Camp Name	Tuition
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- I am eligible for **ONE** of the following discounts:
- Musical Theatre Showcase, Teen Production Camp and MPC JR- \$50 off by Jan. 31** _____
 - Filmmaking Academy and Filmmaking- \$75 off by Jan. 31** _____
 - Musical Production Camp SR -\$100 off by Jan. 31** _____
 - Lerner Family Play Pack Subscriber (5% off)** _____
 - Friends Circle Donor Discount (5% off)** _____
 - Donation to Scholarship Fund**
___\$25 ___\$50 ___other _____

REQUIRED PROCESSING FEE OF \$5 PER TRANSACTION \$5 _____

TOTAL _____

Payment

___ Check enclosed

___ Please charge my MasterCard/Visa/Amex

Credit card# Exp. Date

Security Code

Name on Card Signature

REGISTRATION POLICIES (on the next page) I have read all of the information contained within and understand that I must request refunds in writing within prescribed time limitations. I agree to Imagination Stage's Release Agreement.

Signature Date

REGISTRATION POLICIES

4 WAYS TO REGISTER

ONLINE: www.imaginationstage.org

MAIL: 4908 Auburn Avenue, Bethesda, MD 20814

PHONE: 301-280-1636

IN PERSON: Complete paper registration form at the front desk.

REGISTRATION CONFIRMATION/RECEIPT Students are registered upon receipt of registration form and payment in full. A confirmation email will be sent within five business days. If you have any questions about your registration or need a FSA-compliant receipt, please email registration@imaginationstage.org

REGISTRATION DATES/REFUNDS All Summer Camps and classes are open for general registration starting January 4, 2017. A complete registration form and payment in full are required. General Registration Refunds: Your full payment will be refunded when a camp or class is already full or cancelled due to low enrollment. If the scheduled time or location of a camp or class is changed after payment has been received, a full refund will be issued upon written request. Otherwise requests for refunds for three and four-week camps must be made in writing prior to May 1, 2017. Requests for refunds for one and two-week camps must be made four weeks before the start of the camp. If these processes are followed, the tuition will be refunded less a 15% administration fee.

RETURNED CHECKS There will be a \$30 fee for any checks returned by the bank.

DISCOUNTS: One discount is allowed per registration. Discounts vary by camp and cannot be retroactively applied. Register for a two week Showcase of Production camp before January 31 to receive \$50 off the total. Register for a three week camp before January 31 to receive \$75 off the total. Register for a four week camp before January 31 to receive \$100 off the total. Lerner Family Theatre Discount: Subscribers to the Lerner Family Theatre Season receive 5% off each camp. Friends Circle Members: Current donors to the Friends Circle receive a 5% discount off their tuition.

SCHOLARSHIPS Partial scholarships are available and awarded on the basis of financial need. Please contact Krystle Seit at kseit@imaginationstage.org or 301-280-1663 to receive an application. All applications must be received by April 25, 2017.

SUBSTITUTIONS Imagination Stage reserves the right to make faculty or programming substitutions.

ATTENDANCE/MAKE-UPS Imagination Stage does not guarantee that camps cancelled due to circumstances beyond our control (i.e. weather, power outage) will be made up; no refunds will be issued. We do not offer make-up camp days due to a child's inability to attend.

LATE PICK-UP Parents/guardians will be assessed a \$10 charge if a child is picked up more than 15 minutes after class/camp ends, and an additional \$1 per minute thereafter. Please pick up your child on time.

DISMISSAL If your child needs to leave early from camp, you must pick them up from the classroom door regardless of grade. For

safety reasons, campers in Arts Explorer and Arts Adventure (3.5 years to Grade 2) must be dropped off and picked up at the classroom door.

HOLIDAYS and INCELEMENT WEATHER On Tuesday, July 4, Imagination Stage is closed—no camps, classes, or workshops are scheduled on this day. In case of inclement weather Imagination Stage may be closed if Federal Government offices are closed. On days in question, please call 301-781-9521 for up-to-date information on closings and delays

SIBLINGS/GUESTS In order to provide a safe environment for your child, we ask that siblings and guests not accompany students to camp.

PHOTOGRAPHY AND VIDEOGRAPHY Imagination Stage and contracted photographers reserve the right to use photos and videos taken in camps, classes, and performances for promotional and archival purposes. We regret that the taking of photographs, videotaping, and the use of recording devices is not permitted during performances of copyrighted material. Videotaping or the taking of photographs may take place during designated rehearsals and is left to the discretion of the camp manager and the director. Written notice of any designated rehearsal will be given by the camp manager. However, such video tapes and photographs must be for personal use only and may not be sold, reproduced, or distributed.

CODE OF CONDUCT In order to provide students with a safe and supportive environment, Imagination Stage does not tolerate any form of physical or verbal abuse, vandalism, or the use of any and all illegal substances. Any behaviors found in violation of this policy will be addressed and the student may be asked to leave camp, and no refunds will be issued. No weapons of any kind may be brought into the building.

ACCESSIBILITY AND INCLUSION: Imagination Stage is deeply committed to serving children of all abilities and endeavors to create an inclusive and welcoming environment for all students. During the Summer, we offer inclusive settings in all our camps, and our staff works closely with students ages 3.5-18 and their families to identify and provide the best match and experience for each student. We encourage parents to contact Access Coordinator, Katie Keddell, at 301-280-1631 prior to enrollment (preferably at least two weeks before the start of camp) to discuss reasonable and respectful accommodations and supports strategies to ensure a successful experience at Imagination Stage. In the rare case that a child is a direct threat to the safety of themselves or others, IStage may withdraw the student and refund any prorated tuition.

LIABILITY Imagination Stage is not liable for the well being and safety of children who are around any of our facilities before a program begins or after a program ends.

RELEASE AGREEMENT By registering your student you agree to the following: Although every effort is made to provide a safe environment, I recognize there is always a risk of accident. By submitting a registration, I agree to be responsible for any medical bills incurred resulting from illness or injury during my student's participation at Imagination Stage. Students are expected to carry their own accident and medical insurance. I release Imagination Stage from any and all liability and/or claims or damages arising out of personal injury of any kind. If necessary, I authorize Imagination Stage to administer first aid and/or authorize medical treatment for my student.

REGISTRAR CONTACT registration@imaginationstage.org / 301-280-1636