



#### Important Dates

**Fall 2020 Semester:** Application Deadline: September 2; Notification: September 9  
**Winter 2021 Semester:** Application Deadline: January 11; Notification: January 15  
**Spring 2021 Semester:** Application Deadline: March 8; Notification: March 12  
**2021 Summer Camps:** Application Deadline: April 23; Notification: on a rolling basis

**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 registration 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: housing, food, medical, and transportation expenses.** This statement will be read by the Financial Aid Committee and will be kept confidential.
2. Registration Form- Please fill out the Imagination Stage registration form found at the end of this document.
3. Tax Forms- Please include your most recent tax forms **i.e. the first two pages of your 1040 form.**

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

**How to submit: There are two ways to submit your completed application:**

1. You may email materials to **Claire Bancroft Loos**, [cbancroft@imaginationstage.org](mailto:cbancroft@imaginationstage.org)
2. Or mail them to:

Claire Bancroft Loos  
Imagination Stage  
4908 Auburn Avenue  
Bethesda, MD 20814

#### **Financial Aid Application Policies:**

- (1) No more than one (1) program per semester (Fall, Winter/Spring, Summer) 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 per fiscal year is \$1,000.
- (3) Your award may be used only for those classes/Summer programs for which you have applied for financial aid.
- (4) Fraudulent information will result in permanent ineligibility for financial aid.

**Please contact Claire Bancroft Loos at 301-280-1663 or [cbancroft@imaginationstage.org](mailto:cbancroft@imaginationstage.org) should you have questions.**





# IMAGINATION STAGE REGISTRATION POLICIES

(Last updated 11/17/2020)

**REGISTRATION CONFIRMATION/RECEIPT** Online registrants should receive automatic confirmation via email. For those who register with a paper form, a confirmation email will be sent within five business days. If there is room in the class, registrations for 14-week classes are accepted up to and through the third week of the class; registrations for 10 and 6-week classes are accepted up to and through the second week of class. If you have any questions about your registration or need an FSA-compliant receipt please email [registration@imaginationstage.org](mailto:registration@imaginationstage.org).

**REFUNDS/CANCELLATIONS/MAKE-UP POLICY** Your full payment will be fully refunded when a camp or class is cancelled due to low enrollment. All other refunds require a written request and will be subject to a 15% administrative fee plus the cost of any classes that have taken place before the request was submitted. The \$5 processing fee is non-refundable. Refund requests must be made by emailing the registrar on the following timeline.

- **10 and 14-week classes:** refund requests must be made prior to the third class.
- **6 and 8-week classes:** refund requests must be made prior to the second class.
- There are no refunds or credits for **production ensembles or conservatories.**
- **Spring Break Camps:** refund requests must be made one week prior to the start of the camp.
- **Summer Camps:** refund requests must be made prior to May 1 for a full refund less the 15% processing fee. Requesting a refund by June 1 entitles the purchaser to a 50% refund less the 15% processing fee.

In the event of emergency closures due to weather, power outages, government mandate, State Dept. of Health guidance, and other force majeure events, for classes and camps that have not yet begun, Imagination Stage will provide credits for future programming; refunds will not be provided. For emergency closures that take place when a class or camp is already in process, Imagination Stage will do its best to provide alternative programming and make-ups but cannot guarantee the same experience or number of classes. For emergency closures that take place when a class or camp is already three quarters of the way complete, programming will conclude. We do not offer make-up classes due to a child's inability to attend.

**PAYMENT PLANS** Tuitions of \$400 or more may be split by contacting the registrar. Both payments must be made by credit card, and the

first payment will be due with registration. Payment plan dates will be included with the confirmation email.

**INCELEMENT WEATHER POLICY** Please call our weather line to find out if classes will be held: 301-718-9521. Note that we do not follow the Montgomery County Public School weather policy.

**AGE/GRADE LEVELS** Students should enroll only in camps/classes intended for their grade level, regardless of age. Although we understand that skill and maturity levels vary, younger students may not register up a grade level.

**LATE PICK UP** Parents 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.

**SCHOLARSHIPS** Partial scholarships are available and awarded on the basis of financial need. Please contact Claire Bancroft Loos at [cbancroft@imaginationstage.org](mailto:cbancroft@imaginationstage.org) to receive an application.

**AUDITING** Students may audit 8, 10, and 14-week classes for the first two weeks before deciding to enroll. There are no audits available for shorter classes or camps. To audit, contact the registrar. Please note that a hard copy of the completed registration form and credit card payment for the first two weeks is required. If a student chooses to continue in the class, the balance due must be paid in full before the student may attend the third class.

**SIBLINGS/GUESTS** In order to provide a safe environment for your child, siblings and guests are not permitted to accompany students to class. Unless otherwise stated, parents do not participate in classes.

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

- **School year:** For safety reasons, children in grades 3 and under must be dropped off and picked up at the classroom door. Children in grades 4 and up may be dropped off and picked up outside the building.
- **Camps:** Dismissal procedures vary from camp to camp; your camp manager will be in touch with details shortly before your camp begins.

**SNACKS/LUNCH** All food must be brought from home. Families are asked to pack non-perishable food as there is no refrigeration available on-site.

**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. We encourage parents to contact [access@imaginationstage.org](mailto:access@imaginationstage.org) prior to enrollment to discuss reasonable and respectful accommodations and support 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, Imagination Stage may withdraw the student and refund any prorated tuition.

## PHOTOGRAPHY AND VIDEOGRAPHY

Imagination Stage and contracted photographers reserve the right to use photos and videos taken in class for promotional and archival purposes. 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.

**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. For virtual programs, Imagination Stage cannot take supervision responsibilities for participating students.

**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 class, and no refunds will be issued. No weapons of any kind may be brought into the building.

**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.