



### Important Dates

**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.

Once we receive your completed application, we will hold a spot for your student in the class/camp you have selected. This secures your student's spot in the program as your application is being reviewed. You will be notified on or before the applicable notification date listed above of how much we are able to offer in financial aid. At that time, you will have about a week or so to decide if you'd like to accept the aid offered and move forward with the registration or release your student's spot in the class/camp.

### **A complete application must include the following:**

1. Letter of Need- In a separate document, please explain the reasons why you are requesting financial aid. Please be as detailed as you feel comfortable with; we want to understand your needs. This statement will be read by the Financial Aid Committee and will be kept confidential. When making decisions, we find the following information the most helpful: **your annual income, how many people you are supporting in your household, and other extenuating circumstances** that may not be apparent in your financial documents.
2. Financial Aid Form- Please fill out the Imagination Stage form on the second page of this document.
3. Financial Documentation- Please include **one** of the following:
  - Your most recent tax forms (the first two pages of your 1040 form)
  - Current statement of award or benefits for TANF, SSI, SNAP, or other public assistance
  - Most recent unemployment check stubs for each adult receiving unemployment benefits in your household
  - One month of paycheck stubs/vouchers for each employed member of your household

**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) Families are encouraged to apply for multiple students (i.e. siblings). 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 or would like this application mailed to you.**

# Imagination Stage Financial Aid Form



If you have any questions contact Claire Bancroft Loos at [cbancroft@imaginationstage.org](mailto:cbancroft@imaginationstage.org).

Parent/Guardian Name #1

Parent/Guardian Name #2

Preferred Email (REQUIRED FOR CONFIRMATION)

Preferred Mailing Address

City State Zip Code

Preferred Phone

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

Total number of people living in your household supported by your income

### Non-Parent Emergency Contact

Please list an individual other than parent/guardian. Parent/guardian will always be contacted first in the event of an emergency.

Full Name & Phone Number

Relationship to Student

### Access & Inclusion Information/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?

### Student #1

Student Name

Date of Birth (MM/DD/YY)

Gender

Name of Academic School

2020-21 Academic Grade

2021-22 Academic Grade

Class #

Class Name

Tuition

Amount of Financial Aid requested for the above \_\_\_\_\_

### Student #2

Student Name

Date of Birth (MM/DD/YY)

Gender

Name of Academic School

2020-21 Academic Grade

2021-22 Academic Grade

Class #

Class Name

Tuition

Amount of Financial Aid requested for the above \_\_\_\_\_

### FINANCIAL AID AGREEMENT

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

### 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



## IMAGINATION STAGE REGISTRATION POLICIES

(Last updated 12/21/2020)

**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).

**2021 IN-PERSON SUMMER CAMP COVID-19 REFUND POLICY** In the event that Imagination Stage is unable to hold camp session(s) due to COVID-19 regulations or camp health concern, a full refund will be provided. Online learning opportunities will be available to those interested. If a camper has a suspected exposure to COVID-19 that makes it unsafe for them to attend camps, a full refund will be issued. Refunds will be returned to the original payment method. Those utilizing an account credit or gift card to pay for camp would be refunded in the form of a gift card or account credit.

**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 non-COVID related 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. Non-COVID related 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 non-COVID emergency closures due to weather, power outages, government mandate, and other force majeure events, Imagination Stage will:

- Provide credits for future programming for **programs that have not yet begun**; refunds will not be provided.
- Do its best to provide alternative programming and make-ups for **programs already in process**, but cannot guarantee the same experience or number of classes.

- Conclude programming for **programs already three quarters of the way complete.** We do not offer make-up classes due to a child's inability to attend.

**PAYMENT PLANS** Orders 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.

**FINANCIAL AID** Partial tuition assistance is 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.