

If you need this form in another language, please contact Pam Freedy at pfreedy@imaginationstage.org



Applications accepted 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 shortly after your application date with the amount of financial aid we are able to offer. 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 multiple ways to submit your completed application:

1. You may email materials to **Pam Freedy**, pfreedy@imaginationstage.org
2. Or drop off or mail them to:

Pam Freedy
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 Pam Freedy at 301-280-1663 or pfreedy@imaginationstage.org should you have questions or would like this application mailed to you.

Imagination Stage Financial Aid Form

If you have any questions or would like to request this information in another language contact Pam Freedy at pfreedy@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 (Optional)

Name of Academic School

2023-24 Academic Grade

2024-25 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 (Optional)

Name of Academic School

2023-24 Academic Grade

2024-25 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

Updated 11/14/2023



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 above their grade level.

- Programming is for students through grade 12/age 18.
- Students ages 18-21 may enroll in one of Imagination Stage's Access classes and must be enrolled in high school or a high school equivalency program.

AUDITING

Students may audit 10 and 14-week classes for the first two weeks before enrolling. There are no audits available for shorter classes or summer camps. To audit, contact the registrar at registration@imaginationstage.org. A 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.

FINANCIAL AID

Partial tuition assistance is available and awarded based on financial need. Please contact Pam Freedy at pfreedy@imaginationstage.org to receive an application.

TUITION PAYMENT PLANS

Payment plans for Fall and Winter/Spring semester classes consist of two equal payments - the first payment is due at the time of registration, and the second payment is due one month later. Payment plans must be paid in full before the class reaches its midpoint.

Payment plans for Summer camps consist of three equal payments - the first payment is due at the time of registration, and the second and third payments are each due one month apart. Camp payment plans must be paid in full before May 1st.

You can set up a payment plan at checkout or contact the Registrar at registration@imaginationstage.org for more information.

REGISTRATION CONFIRMATION/RECEIPT

Registrants will receive an automatic confirmation receipt via email. Registrations for 10 and 6-week classes are accepted up to and through the second week of class. Registrations for 14-week classes are accepted up to and through the third week of the class. If you have any questions about your registration or need an FSA-compliant receipt, please email registration@imaginationstage.org.

REFUNDS/CANCELLATIONS/MAKE-UP POLICY Your payment will be fully refunded when a camp or class is canceled due to low enrollment. In the event of emergency closures due to weather, power outages, government mandate, and other force majeure events, Imagination Stage will do its best to provide alternative programming and make-ups but cannot guarantee the same experience or number of classes. Personal refund requests are 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 within two days after the second class session.
- **6-week classes:** refund requests must be made within two days after the first class session.
- There are no refunds or credits for **production ensembles or conservatories**.
- All cancellation requests for **Film Conservatory workshops** must be made no later than one week prior to the start of the class.
- **Summer Camps:** Refund requests made by January 22, 2024 to receive a full refund. Refund requests made before March 15th are eligible for a refund less than a 25% cancellation fee. Refund requests made before May 15th are eligible for a refund less a 50% cancellation fee. After May 15th, no refunds will be available.

We do not offer make-up classes due to a child's inability to attend.

WAITLISTS

The Registrar will contact families in the order they are on the waitlist via email if a space becomes available. If a space opens up, we will hold that space for your child for 24 hours from the time of contact. If we do not hear from you within those 24 hours, we will move to the next family on the waiting list.

If a spot opens within 48 hours of the start of a class or within two weeks of the start of a camp, the Registrar will offer the spot to all families on the waitlist on a first-come, first-serve basis via email. In this case, all families unable to claim the spot will remain on the waitlist and be contacted if another spot becomes available.

Since it is uncertain whether a space will become available, we highly recommend that you sign up for a second-choice option for your child, if possible. If a space opens up in your child's first choice, we can switch them to their first choice.

INCLEMENT 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.

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 a program, you must pick them up from the classroom door, regardless of grade.

- **School year:** Children in grades three and under must be dropped off and picked up at the classroom door. Children in grades four 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 before your camp begins.

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.

SNACKS/LUNCH

All food must be brought from home. Families are asked to pack non-perishable, nut-free food, as no refrigeration is 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 before enrollment to discuss reasonable and respectful accommodations and support strategies to ensure a successful experience at Imagination Stage.

PHOTOGRAPHY AND VIDEOGRAPHY

Imagination Stage and contracted photographers reserve the right to use photos and videos taken in class/camp for promotional and archival purposes. The taking of photographs, videotaping, and the use of recording devices is not permitted during performances of copyrighted material.

LIABILITY

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

CODE OF CONDUCT

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 violating this policy will be addressed, and the student may be asked to leave class/camp, 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.