

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

2024-25 Academic Grade

2025-26 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

2024-25 Academic Grade

2025-26 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

Registration Policies

Age/Grade levels

Students may only enroll in classes or summer camps intended for their grade level, regardless of age. Our classes are designed for specific grade groupings, allowing for age-appropriate curriculum and programming. Although we understand that skill and maturity levels vary, younger students may not register up a 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.

If you have specific concerns about your student's needs or any questions about what class your child should take, we invite caregivers to reach out to the Education department (contact information found in the Classes/Camp section below); we are eager to help caregivers find the best match and course of study for each student.

Financial Aid and Discounts

Tuition assistance is available on a rolling basis and is awarded based on financial need. Please contact Pam Freedy at pfreedy@imaginationstage.org to receive an application.

Imagination Stage offers a 20% discount on classes and summer camps for school employees, first responders, and members of the military. To claim this discount, please contact the Registrar at registration@imaginationstage.org with a scanned copy of your employment ID card.

Payment Plans

Tuition may be split into two equal payments by selecting the "payment plan" option at checkout or contacting the Registrar. Payments must be made by credit card, and the first payment is due at the time of registration. Your credit card information will be stored in our system to make your second payment. The second payment will be processed one month after your initial payment.

Class payment plans must be fully paid by the halfway point of class completion. The last day to set up a summer camp payment plan is April 1. Summer camp payment plans must be paid in full by May 1.

Registration Confirmation/Receipt

Registrants will receive an automatic confirmation receipt via email after completing their registration. Registrations for 6- and 10-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 class. If you have any questions about your confirmation or need an FSA-compliant receipt, please email the Registrar at registration@imaginationstage.org.

Auditing

Students may audit 10 and 14-week classes for the first two class sessions before enrolling. Audits are limited to two classes per semester, and no audits are available for shorter classes or summer camps. Payment for the first two class sessions is required before the first day of class. If a student wishes to continue in a class following their audit sessions, the remaining tuition balance must be paid in full before the student may attend the third class.

Refund and Withdrawal Policy

Your payment will be fully refunded when a class or summer camp 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/or make-ups but cannot guarantee to do so. No refunds are provided in the event of emergency-related closures.

All refund requests for classes are subject to a \$35.00 cancellation fee plus the cost of any programming that has taken place before the request was submitted. The \$5 registration fee is non-refundable.

Refund requests must be made in writing by emailing the Registrar on the following timelines:

- 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.

Waitlists

Once a class or summer camp reaches capacity, a waitlist will be opened for registration. You will receive an automatic confirmation receipt via email after adding your child to the waitlist. The Registrar will contact you via email if a space becomes available. If offered a space, you must reply back within the time window allotted; if we do not hear from you, we will remove you from the waitlist and move to the next family. If you do not hear from the Registrar, there is not yet an available space.

Emergency Closure/Inclement Weather

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 and/or make-up programming, but cannot guarantee doing so. No refunds are provided in the event of emergency closures.

Arrival/Dismissal

School year: Students in grades 3 and under must be dropped off and picked up at the classroom door each day of classes or summer camps. Students in grades 4+ may be picked up and dropped off outside the building.

Summer Camps: Dismissal procedures vary; your camp manager will be in touch with details before your summer camp begins.

If your child needs to leave early from a program, you must pick them up at the classroom door, regardless of grade.

Late Pickup

If a student is picked up more than 15 minutes after their programming ends, caregivers will be assessed a \$10 charge, plus an additional \$1 per minute thereafter

Snacks and Lunch

All food must be brought from home. Imagination Stage is a nut-free facility. Families are asked to pack non-perishable food as no refrigeration is available on-site.

Siblings/Guests

To provide a safe and comfortable environment for all of our students, siblings and guests are not permitted to accompany students to class. Unless otherwise stated, caregivers do not participate in classes.

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 caregivers 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 classes or summer camps 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 a program begins or after a program ends.

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 programming. 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 an 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.