

# POLICIES AND PROCEDURES

## REGISTRATION

Students may register by phone, fax, mail or in person at PYT's Office or Open House. To ensure the highest quality of instruction, space in each class is limited. Students must submit the following in order to secure placement in a class:

- A completed Registration Form signed by Parent/Guardian acknowledging acceptance of Policies and Procedures.
- One-time non-refundable registration fee of \$50 (NEW STUDENTS ONLY)
- A completed Student Information/Medical Form signed by Parent/Guardian.
- A non-refundable deposit of \$50 per Division (Drama, Dance, Voice); this will be applied to tuition balance.

All registrations are processed in the order that they are received. Students wishing to enroll in a class that is full will be placed on a waiting list and notified of a possible opening.

Late registrations are accepted, space permitting. Registrations received after October 1, 2017 will be charged on a prorated basis.

## PAYMENTS

PYT accepts cash, checks, money orders and major credit cards. Cash payments should be made in person at the PYT office. Please ensure you receive a cash receipt signed by PYT employee. Checks and money orders should be made payable to PYT. Please include your phone number on your check and print the student's name in the memo section.

### PAYMENT OPTION #1: PRE-PAY

Pay-in-Full by Sept. 11, 2017 and receive 5% off your tuition. (Discounts may not be combined and do not apply to scholarships or Companies.)

### PAYMENT OPTION #2: AUTOMATIC PAYMENT PLAN

With a Credit Card (Auto Pay Authorization Form must be completed, signed and on file with PYT office) or Post-dated checks, tuition is broken into eight payments to be processed on the due dates noted below. There will be a \$2 per installment charge added to your account.

### PAYMENT DUE DATES:

Payment 1: Wednesday, August 30, 2017  
Payment 2: Wednesday, September 27, 2017  
Payment 3: Wednesday, October 25, 2017  
Payment 4: Wednesday, November 29, 2017  
Payment 5: Wednesday, December 13, 2017  
Payment 6: Wednesday, January 31, 2018  
Payment 7: Wednesday, February 28, 2018  
Payment 8: Wednesday, March 28, 2018

Students with past due balances will not be permitted to participate in any classes, auditions, rehearsals or performances. **NO EXCEPTIONS.**

A \$40 fee will be assessed for all returned checks or declined credit card transactions. Any Parent/Guardian whose checks are returned or whose credit card transaction is declined more than once will be required to make all future payments by money order or cash. An 18% per annum late fee may be assessed on accounts for payments made after the due dates. Tuition payments are non-refundable, non-transferable. You may not transfer tuition between siblings. Refunds will be given for drops due to family or medical emergencies only.

## SCHOLARSHIPS

Need-based scholarships are available to families who would not otherwise be able to participate in our program. An application is required and can be obtained by calling the office at 610-332-1400.

## FEES

- A \$150 Performance Fee will be assessed to all students cast in a Mainstage production.

- Students cast in *Senior Cabaret* numbers will be assessed a \$70 performance fee.
- Costumes will be required for *Dancers in Concert*. Costs will range from \$70-\$80 per class and is due by November 11, 2017. Costume orders received after November 11th will be assessed a \$10 late fee.
- All costume orders will be processed by December 31.
- All tuition must be current by December 31; otherwise, no costume will be ordered and the student will not perform in any student production.

## CLASS CANCELLATION

PYT reserves the right to discontinue any class due to lack of enrollment. Any tuition paid will be refunded in full. PYT reserves the right to cancel classes in the event of inclement weather. Cancellations will be announced via email, on OPERATION SNOWFLAKE WAEB and CHANNEL 69 NEWS. If more than one class in a semester is cancelled due to snow, a make-up session will be scheduled.

## ATTENDANCE

Parents are asked to phone the PYT office in the event of an emergency or illness that will cause a student's absence. Students are expected to arrive to class on time and must be picked up on time. If an emergency hinders timely pick up, please notify the PYT office. Parents who pick up their child more than 15 minutes after a class ends will be charged \$15.00 for each additional 15 minutes. Parents should park in the parking lot and walk their child to and from the studios for drop-off and pick-up. Parents of older children wishing to permit them to walk to and from the parking lot unattended must sign and return permission slip prior to the first class.

*\*Please note: Additional parking is available in the parking garage at Riverport, parking lot beside Lehigh Pizza and the meters on 2nd Street.*

## PRIVATE VOICE LESSONS

Students are encouraged to attend every lesson in order to advance their skills. Students must arrive on time as lessons are scheduled consecutively in 1-hour or ½ hour intervals. Late arrival will result in an abbreviated lesson. All cancellations must be made a minimum of 24 hours in advance. **ONE** make-up lesson will be permitted each semester. Make-up lessons will be arranged at a mutually convenient time. Cancellations made less than 24 hours in advance will be considered an unexcused absence and your cancellation will count as a used lesson; **NO refunds/credits/make-ups** for unexcused missed lessons. In the event of a medical emergency, please contact the office.

## STUDENT WITHDRAWAL AND DROP/ADDS

All student withdrawals must be made IN WRITING. If a student withdraws before the fifth class (week ending October 14, 2017), a pro-rated refund of tuition will be issued. **NO REFUNDS FOR WITHDRAWALS AFTER THE FIFTH LESSON. DROP/ADDS REQUIRE THAT PARENTS COMPLETE A DROP/ADD FORM.** Without this formal notification, billing will continue and parents will be responsible for class payment. A \$30.00 processing fee will be assessed for each Drop/Add form submitted in excess of three forms. Please call PYT's office at 610-332-1400 with questions regarding discounts, fees and/or Policies & Procedures.

## CODE OF CONDUCT

With your enrollment materials, each student will receive PYT's Code of Conduct. It is the parents' responsibility to review these rules and ensure your child understands them. Our Code of Conduct is strictly enforced at all times. Failure to comply can result in removal from class, limitation/exclusion of performances or dismissal from PYT. No refunds will be granted for time lost due to behavior issues. Equal opportunity has been and will continue to be a fundamental principle at Pennsylvania Youth Theatre. As a matter of policy, PYT does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national or ethnic origin, or physical disability.