

2024-25 CLASS & PRODUCTION PROGRAM TUITION & PAYMENT POLICIES

Our season will run from September 7, 2024 through June 14, 2025. Total, annual tuition is inclusive of an annual registration fee (\$25 per student) which covers class materials.

GROUP CLASS PAYMENT PLANS

All group class tuition, not including youth/teen production programs, is based on a full year of study, accounting for holidays, snow days and states of emergencies. See below for multiple class and sibling discounts.

| CLASS | FULL YEAR LENGTH | SEASONAL LENGTH | 24-25 ANNUAL TUITION | PAID IN FULL 5% Off *Details Below | 3-INSTALLMENT PLAN *Details Below | 10-INSTALLMENT PLAN *Details Below |
|-------------------------------------|---|---|----------------------|--|--------------------------------------|---------------------------------------|
| Caregiver & Me StoryTime & Songs | 45 min / week | | \$977 | \$928.15 | \$325.67 | \$97.7 |
| Musical Theater Minis | 45 min / week | | \$977 | \$928.15 | \$325.67 | \$97.7 |
| Scene Study & Improv I / II | 1 hr / week | | \$1045 | \$992.75 | \$348.33 | \$104.54 |
| Acting For TV/Film | 1 hr / month | | \$375 | \$356.25 | \$125 | \$37.5 |
| Musical Theater I / II / III | 1 hr / week | | \$1385 | \$1315.75 | \$461.67 | \$138.5 |
| Broadway Troupe I / II | 1 hr / week *Includes (2) Industry Workshops, Add. Rehearsal Time & Performance Opps. | | \$2265 | \$2151.75 | \$755 | \$226.5 |
| Youth/Teen Production Program | | 2-4 hr / week 4 months *Includes script & production T Shirt | \$660 | \$627 | | |

FULL YEAR (5% DISCOUNT)

- Payment in full due no later than September 7, 2024
- **Cash or Check ONLY**

3-INSTALLMENT PLAN

- Group Classes: 1st Payment is due upon registration, 2nd Payment is due November 1, 2024, 3rd Payment is due February 1, 2025
- Payment is automatically withdrawn from your account's CC on file. Clients will be charged a 2.50% processing fee per transaction if paying by CC.
- Cash or Check accepted prior to the 1st of the month. Payment must be submitted in a sealed envelope, labeled with your child's first and last name
- Payments received after the 10th of the month due to expired and canceled CC will be charged a \$15 late fee, No exceptions

- Please note, we do not send billing reminders and it is the account holder's responsibility to make a payment before the 10th of the month to avoid accruing a late fee.

10-INSTALLMENT PLAN

- Initial payment upon registration includes first and last month's tuition
- Monthly tuition is due on the 1st of the month from October-May
- Payment is automatically withdrawn from your account's CC on file. Clients will be charged a 2.50% processing fee per transaction if paying by CC.
- Cash or Check accepted prior to the 1st of the month. Payment must be submitted in a sealed envelope, labeled with your child's first and last name
- Payments received after the 10th of the month due to expired and canceled CC will be charged a \$15 late fee, No exceptions
- Please note, we do not send billing reminders and it is the account holder's responsibility to make a payment before the 10th of the month to avoid accruing a late fee.

MULTIPLE CLASS DISCOUNT (Per Student)

- 10% off each additional class of equal or lesser value

SIBLING DISCOUNT

- 10% off the second child's tuition of equal or lesser value

ADDITIONAL FEES

- **Some performance opportunities/events may require a participation fee.** These fees vary in amount and are meant to cover production and rental expenses.
- **Tuition & Showcase Fees do not include admission for any attendees to any performance.** Ticket fees vary per performance and are determined by the cost of the rental venue and any associated box office service fees.
- **Studio merchandise can be purchased** via our Customized Girl storefront found on our website - <https://theatricalartistsprep.com/apparel-store>
- **Water bottles** can be purchased at the studio for \$1
- Students must be picked up from class on time. A 10 minute cushion will be given after class ends for any possible traffic. \$1 will be charged for every minute following that cushion. Payment must be received prior to your child's next class. Please call the studio at 908.680.6050 should an emergency arise.

PAYMENT POLICIES

- **Cash, checks and credit/debit cards (Visa, Mastercard, Discover) accepted.**
- **All families must place a valid credit card on file to register for any class regardless of payment method and installment plan.**
- **If you plan to pay with a check before tuition is auto-drafted,** please do so before the first of the month. Make checks payable to **Theatrical Artist's Prep** and hand it directly to the front desk staff at drop-off or mail to Theatrical Artist's Prep, 407 Park Avenue, Unit B, Scotch Plains, NJ 07076 before the 1st of the month. *Please Note: there is a non-negotiable \$20 NSF Fee added for all returned checks.* **If you plan to pay with cash before tuition is auto-drafted,** please prepare a sealed envelope with exact change and hand it directly to the front door staff at drop-off. **Do not mail cash, and do not leave cash in the mailbox.**
- **All hand-delivered payments should be sealed in an envelope** with your child(ren)'s name(s) clearly labeled on the front; and the total amount enclosed must be hand-written inside of the envelope. Please remember to send a message to TheatricalArtistsPrep@gmail.com with your intent to pay tuition by alternate means *before* the 1st of the month, in order to halt the pending auto-charge.
- Clients will be charged a 2.50% processing fee per transaction if paying by CC.

- **Installments are based on the total, annual cost of the program divided into equal payments for convenience.** Installments are not based on the number of classes in a month. Account balances are drafted in equal monthly payments, from the time of registration through June 1. If account balances are greater than the amount of one installment by June 1, total remaining fees will be drafted on that date. Pay-per-class and drop-in options are not available.
- **All paid tuition is non-refundable. This includes any payment-in-full, lump sum or advanced payments accepted for the 2024-25 school year.**
- **Trial classes may be arranged for \$20 per class** (one trial per class offered). Families who elect to enroll on the same calendar week as their trial will receive a \$20 account credit. Please email TheatricalArtistsPrep@gmail.com for more information about trial classes.
- **Group Class Tuition is not prorated or refunded for absences, whether planned or unplanned.** Students who miss class may arrange to take another class appropriate for their age within 2 weeks of the initial absence as a makeup class. Please note that make-up classes are not guaranteed if a student's schedule does not align with the studio's advertised class schedule. Recorded lessons and Zoom sessions are not an option. Please email TheatricalArtistsPrep@gmail.com to make all absence-related arrangements.
- **Private lessons and self tape appointments are paid for at the time of booking via the CC on file .** Appointments must be canceled 24 hours prior to the scheduled appointment time to receive full credit on your account. If cancellation notice is not given within 24 hours of the session, the session will be considered a no-show and the client will resume financial responsibility.

WITHDRAWAL POLICIES

- **Withdrawals must be received in writing, at least 30 days prior to the next installment due date** (1st of the month) in order to prevent further charges and/or auto-drafts. Tuition charges and auto-drafts will continue to process as scheduled until such notice is received, after which time any account adjustments will apply from 30 days forward. Students with accounts in good standing may continue to attend all classes remaining in the program within the 30 days following their notice of withdrawal.
- **As previously stated, all paid tuition is non-refundable.** Families withdrawn from classes according to our 2024-25 Withdrawal Policies will owe nothing more, provided their accounts are current at the time of notice. If a balance remains for services rendered and/or tuition due prior to the date of notice, and/or if notice is received less than 30 days from the next installment due date, Theatrical Artist's Prep reserves the right to auto-draft the total past-due balance and/or pending installment using the method of payment placed on file with our office.

WEATHER/STATE OF EMERGENCY CANCELLATION POLICY

- In most cases, T.A.P. generally follows the Scotch Plains-Fanwood Public Schools when determining class cancellations. In the event of inclement weather or a state of emergency, classes, private lessons and/or workshops are subject to be moved to a virtual format powered by ZOOM or a makeup class will be added to the end of the semester. Families will be informed via email as early as possible so as to not incur any inconvenience.

DISCIPLINE/BEHAVIOR CODE

- A strict behavior code for all students and parents will be followed, which includes absolutely no inappropriate touching, hitting, yelling, or bullying of the other students, parents, staff and faculty. Any student or parent who does not adhere to this rule will immediately be dismissed from the studio.
- If your child continuously shows up to class unprepared and is disruptive to the class, then a parent/teacher meeting will be scheduled. Please note, continuous disruptive behavior may result in your child losing their assigned part or being asked to leave the class permanently.

PHOTO/VIDEO CONSENT

- Theatrical Artist's Prep has my permission to use my or my child's image publicly for promotional purposes. I understand that the images/videos may be used in print publications, online publications, websites and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

LIABILITY RELEASE

I am familiar with, and knowingly and voluntarily accept, any and all risks associated with attending in-person classes. I specifically assume all risks and hazards associated with my or my child's participation in class including, but not limited to, the risks associated with the novel COVID-19 virus. I understand that I and/or my child will be associating with staff and other children and may contract COVID-19, and other viruses and diseases, through my and/or my child's participation in class. Although the students and staff may have their temperatures taken upon entering the studio, that precaution is not nearly adequate to prevent the spread of COVID-19 given, among other things, the relatively long incubation period, and the fact that many infected persons are asymptomatic. I understand and voluntarily assume the risk that I and/or my child may acquire COVID-19, and that COVID-19 may subsequently be transmitted from me and/or my child to my family and members of my household.

While instruction and reasonable supervision will be provided, T.A.P. staff cannot ensure my and/or my child's safety. Accidents and injuries happen, and it is impossible to eliminate the risk that I and/or my child will suffer an injury or illness.

I certify that I and/or my child are in good health, have no fever, and have no current issues that make it unsafe for me and/or my child to participate in class, which will not have a medical professional on staff. I will notify the studio and not attend and/or send my child to class if I and/or my child develops a fever or illness or tests positive for COVID-19. In the event of a medical emergency, 911 will be called and I will be responsible for any and all costs of medical treatment.

To the fullest extent permitted by law, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights of any kind against Theatrical Artist's Prep and all of their respective employees, representatives, and volunteers (the "released parties") arising from or relating in any way to any damage, injury, trauma, illness, loss, unwanted contact, harassment, disability, dismemberment, or death that may occur to me and/or my child or my household members—whatever the cause—due to my and/or my child's participation at T.A.P. This includes, without limitation, any claim arising from the negligence of the Released Parties.

I further agree not to sue Theatrical Artist's Prep, and to defend and indemnify the Released Parties for all claims, damages, losses, or expenses, including attorneys' fees, if a suit is filed concerning an injury, illness, or death to me and/or my child, or my household members resulting from participation in class.

POLICIES AND LIABILITY RELEASE ARE AGREED UPON BY CAREGIVERS AND STUDENTS AT TIME OF REGISTRATION.