

SCHOOL OF CREATIVE & PERFORMING ARTS

375 GREENWICH STREET; NEW YORK, NY 10013

TERMS OF AGREEMENT

Who We Are

SOCAPA students travel from all over the world to participate in SOCAPA Summer Program Intensives. Whether a novice or an advanced student, each is dedicated to working hard and gaining the most that they can for the length of the program. Our teachers are leaders in their field and love teaching at SOCAPA. They are dedicated and hard working. Our support staff cares deeply about the safety, the education, and the social experience of the students. They work effortlessly to ensure that each student has a rewarding experience at SOCAPA. This combined effort allows for our students to have one of the most fulfilling experiences of their lives. The intensity of creative expression and artistic development on our campuses is testimony to the hard work of the students and staff. As such, we ask that students and parents carefully read and agree to our terms.

Enrollment and Additional Forms

After we (The School of Creative and Performing Arts, referred to in these Terms of Agreement as 'SOCAPA') receive your completed application, non-refundable \$500 deposit, recent school report card, and Signature Form, we will contact you by both email and postal mail to confirm your enrollment with an acceptance letter and invoice. In addition, we will mail you our campus Information Packet, these Terms of Agreement, and the Medical Release Form. These forms contain important information about the program activities, the risks associated with the program activities and your responsibilities. All forms must be completed and signed by student and parent/s or legal guardian/s. Final admittance to the program(s) is contingent on SOCAPA's receipt and review of all forms. We request that you fill out the required online Health History and Travel Information forms through your secure online account. If you prefer not to submit such information online, you may print the form directly from our website and submit the hardcopy within two weeks of acceptance to the program.

Deposit, Tuition and Refunds

A non-refundable, \$500 deposit, applied to the tuition, is required to secure a spot in each of SOCAPA's Summer Programs. **The final tuition balance is due May 1, 2012.** If we have not received payment by this date, SOCAPA reserves the right to cancel unpaid applicants **with no return of fees.** For students who apply after May 1, payment is due in full with application. If SOCAPA does not accept a student who has completed their application, all fees will be returned. However, if an applicant does not complete their application and make payment by due date, and this results in SOCAPA cancelling their registration, the applicant forfeits the \$500 deposit and fees as per the below timeline:

Prior to April 1, 2012, all tuition, except the \$500 deposit, is fully refundable. For cancellations between April 1, 2012 and May 1, 2012, we will refund 50% of the tuition and fees. After May 1, there are no refunds, except in the form of camp credit. Camp credit is good towards any of our summer 2013 programs and is transferable to family members with the same last name. In the case that camp credit is issued prior to June 1, 2012 the amount of camp credit will be the amount paid to SOCAPA less a \$1000 cancellation fee. For cancellations after June 1, 2012, but two weeks prior to program start dates, camp credit will be issued for one half the amount of the tuition portion of the invoice that remains after the \$1000 cancellation fee has been assessed. There will be no refund or camp credit for the Room & Board portion of the invoice. The seasonal nature of the program precludes any refund or reduction for late or non-arrival, early withdrawal or student cancellation within two weeks of the program for any cause.

Damage Deposit: All accounts must have a credit card on file. At the start of the program, a \$250 hold will be put on the credit card on file. Any incidental charges like lost room/meal key fees, equipment/property damage fees and/or extra cleaning fees will be taken out of the damage deposit hold and the amount will be put through on the credit card. The remaining balance on hold will be released. If damages are greater than \$250, SOCAPA will contact parent/guardian prior to charging the credit card on file. If a student does not incur any additional fees, the entire hold will be released and no additional amount will be put through on the card.

SOCAPA reserves the right to cancel or alter some aspect of a program, including program itinerary, dates, location or duration, as a result of unforeseen circumstances, or for any other reason. SOCAPA is not responsible for costs incurred by a student's family in preparing for a program that is altered or cancelled. Student and parent/guardian acknowledge that if student is dismissed or departs for any reason, or chooses to return early from the program, no refunds can be granted. Further, student and parent/guardian are responsible for any and all costs of early departure whether for medical reasons, dismissal, personal emergencies or otherwise. These costs include, but may not be limited to medical evacuation and costs, medical treatment, plane, train, taxi or bus fare, meals, accommodations, and compensation and expenses for staff that may accompany student. Parent/guardian should understand that staff might not accompany students leaving early for any reason on any part of their trip home. In addition, if parent/guardian cannot be reached when and if their teen returns home early, the Emergency Contact Person designated on your SOCAPA application will be contacted for notification and communication purposes.

Equipment Loss or Destruction

Parent/guardian will be held financially responsible for their child's willful or accidental destruction or loss of any SOCAPA equipment/property or that of the host university. This may include sharing in the group's collective responsibility for willful equipment/property destruction or loss. Damage costs will be deducted from the \$250 SOCAPA damage deposit fee. For damages greater than \$250, SOCAPA will contact the family prior to charging the credit card on file. In addition, SOCAPA is not responsible for a student's lost, stolen or damaged personal belongings. SOCAPA's insurance does not cover students' personal belongings and parent/guardian should check their own insurance policies to be sure their child's belongings are covered against loss, theft or damage.

Codes of Conduct

SOCAPA has a zero-tolerance policy towards violence or acts of sexual or racial harassment. Any student or staff member that engages in an act of violence or harassment will be removed from the program.

Violence includes but is not limited to: threatening behavior, verbal or written threats, harassment, verbal abuse, physical attacks, defamation, and any cyber-related teasing/threatening/bullying.

Sexual harassment may include: any demeaning sexual proposition, unnecessary physical contact of any kind, leering at a person's body or body parts, sexually explicit or suggestive remarks about a person's clothing & physical attributes or behavior, sexually charged insults, humor, or verbal abuse.

Racial Harassment is any abuse of an individual or group on the basis of race. Racial harassment includes overt acts of oral, written, or physical abuse, as well as subtle and therefore less obvious forms of harassment such as epithets, innuendo, remarks, and attempts at humor.

Tobacco, alcohol or drugs are strictly prohibited. SOCAPA supervisors have the right to search the student's room for illegal substances and to confiscate if any are found.

Possession of firearms and/or any other weapons is strictly prohibited **even if they are props**.

Both parent/guardian and student must understand that for the health, safety and welfare of all members of SOCAPA, students must abide by all rules formulated by SOCAPA or by SOCAPA staff members. SOCAPA reserves the right to dismiss any student from the program that staff believes, in their discretion, is injurious to him/herself or others, presents a safety concern or medical risk, is disruptive, or otherwise conducts him/herself in a manner detrimental to the program. Use of illegal drugs, tobacco products or alcohol, extended homesickness, regular and excessive tardiness, negative attitude, not adhering to rules, sexual activity and theft are examples of conduct that SOCAPA considers detrimental to the program, which can lead to early dismissal.

Response to Violations of Codes of Conduct

Behavior of any staff person or student, which constitutes violence, harassment or which violates any other code of conduct, must be reported to the Director of the Program. Any staff person found to be in violation of these codes is subject to appropriate action, which may include probation, suspension of duties, or separation from the school. Any student we find violating these codes will immediately be sent home.

Student Agreement

The group atmosphere is very important to any SOCAPA experience. Students are expected to be motivated, positive, and willing to shoulder responsibilities and participate actively in classes and activities. Each student must

understand and agree to refrain from using any illegal drugs, alcohol or tobacco products, and to refrain from engaging in any sexual activity. Everyone works together in an atmosphere of respect for peers and staff. Any actions detrimental to the group or those that prevent us from enjoying a healthy and fun summer may result in the student being sent home with no refund of fees.

Medical Treatment

Student and parent/s or guardian/s (hereafter collectively 'parent/guardian') authorize SOCAPA staff, representatives, contractors or other medical personnel to obtain or provide medical care for student, to transport student to a medical facility and to provide treatment they consider necessary for student's health. Student and parent/guardian agree that SOCAPA has no responsibility for medical care provided to student, and agree to pay all costs associated with that care and transportation.

Insurance

SOCAPA requires that participants have medical insurance for the duration of the SOCAPA program and requires proof of coverage before program start date. SOCAPA highly recommends that parent/guardian purchase program cancellation insurance as well, which often comes bundled with this medical insurance coverage. Parent/guardian understands that they are responsible for all costs associated with the medical care or treatment of their child, while on program or otherwise, including those costs that may not be covered by this purchased insurance or their own personal medical insurance.

Supervision

The number one priority at the School of Creative and Performing Arts is the safety and well being of our students. SOCAPA has a full staff of qualified supervisors on-duty at all times during the program. All of our counselors and teaching assistants are handpicked for their strong leadership skills and experience. Most have degrees in either visual or performing arts from prestigious universities and many have been through Residence Assistant training programs.

Students are not allowed in the dormitory rooms of members of the opposite sex unless it is for filming purposes and there is a SOCAPA supervisor present.

On evenings and weekends when students are not in class or on shoots, SOCAPA provides a full schedule of activities until 10pm. Students must be in their rooms for check-in at 10:30pm and lights-out is at 11:00pm. Our supervisors will make rounds and conduct sporadic room checks after lights-out to make sure the students remain in their rooms. In addition to the on-duty SOCAPA resident supervisors and resident director, our host campus provides their own security to ensure the safety of our campers.

There are two levels of supervision, which correspond to the different age groups of our students. These levels apply to evening and weekend activities and other times when students are not in class.

PRE-COLLEGE PROGRAM (Ages 16-18): Students 16 years or older qualify for the pre-college program. After the first week of structured evening activities, pre-college students are given some evenings off, allowing them blocks of free time that they can structure to meet their individual interests and needs. Students may sign out using the Buddy System (see details below) during their free time. Students in the pre-college program are mature and take personal and group responsibility seriously and are able to handle increased freedom.

HIGH SCHOOL PROGRAM (Ages 13* -16): The High School Program provides structured evening and weekend activities. During limited amounts of free time, students may sign out to explore the surrounding area, get supplies, scout photo and film locations using the Buddy System (see details below). In addition, the Buddy System allows students to have some independence during class time and structured evening/weekend activities, by allowing students to explore limited surrounding areas while still being with the larger group.

How The Buddy System Works: Pre-College and High School students can go off campus during free time by signing out in the office and providing destination, purpose and contact information. Each student must be accompanied by another SOCAPA student. Each buddy group must have a cell phone with them and they must stay together **at all times**. Students are never to go of on their own. Upon return, students sign back in with the staff.

Students are responsible for knowing by when they must return. If students return later than expected or return late for class/evening meeting/curfew, etc., the off-campus privilege may be revoked.

Signing out with a family member or friend of the family: If parent/guardian would like to sign out a student for any period of time (for example to go out to dinner with Auntie Alice who lives near campus), we require a completed PARENTAL CONSENT FOR STUDENT TO LEAVE CAMPUS WITH NON-SOCAPA STAFF FORM. This form, available on our website, should be signed and faxed (or e-mailed) to our office 48 hours prior to the sign-out time. The form details to whom we should release the student, when he/she should be released and for how long, and a contact number where the student will be. Students must notify a supervisor upon departure and return. Students must be back no later than check-in (10:30pm) unless spending the entire night (10:30pm – 8:00am) off campus.

Please contact our main office if you have any questions about these supervision levels. We encourage you to discuss the option as a family and agree on conduct guidelines prior to arrival.

*Programs for 13 year old students are available at certain campuses and sessions only. Please see programs dates for specifics.

Photo Release

Student and parent/guardian authorize SOCAPA, and/or parties designated by SOCAPA, to use photos, videos and recordings which may be taken of or include student, for sale or reproduction in any manner SOCAPA desires, for advertising, display, educational, audiovisual, or other use.

Transportation Release

Parent/guardian understands that there are times during the course of the program when students will be transported off-campus on field trips to local parks, studios, theaters and museums. Parent/guardian understands that passenger vans and automobiles are the primary means of transportation on these excursions. Parent/guardian gives permission for their child to attend these field trips and to ride in passenger vans, buses, and automobiles operated by trained SOCAPA staff and/or licensed transportation companies.

Screening Release

Parent/guardian understands that there are times during the course of the program when students will have the opportunity to attend screenings by visiting filmmakers or actors whose films may not yet be rated or may be rated R for mature content. These films are carefully selected based on their artistic merit and are deemed appropriate for such screenings by the director of the program. Parent/guardian gives permission for their child to attend such screenings.